

Academic Affairs Meeting

Minutes

Oct. 19, 2017

Present: Jill Loveless, Becky Yesenczki, Kim Patterson, Pat Stroud, Pam Sharma, Donna Hans, Larry Tackett, Crystal Harbert, Dave Stoffel, Hope Coffield

Excused: CJ Farnsworth

Ms. Farnsworth emailed information regarding embedded tutors. Embedded tutors are assigned to be in the classroom for the entire semester. Dr. Loveless has seen success with this strategy. Can be challenging to get these tutors. Work study could be a pot of money or Perkins in eligible programs.

Project Updates:

Placement Testing - Need to discuss this at next meeting. Computer literacy assessment is needed in addition to English and math. Dr. Loveless stated that high school GPA's can be used for placement. Dr. Loveless can present new placement guidelines for BOG approval if a new model is created.

Course matrix – Check for accuracy. GPS sheets are the next step so matrix must be accurate. Need to determine course caps for online courses. Need to research best practices when setting course caps. Be consistent with disciplines.

Mentors – Dr. Loveless will send an email to the group on an upcoming mentoring workshop. Need to move forward with this project.

Perkins – Bids are coming in lower than expected for SimMan so extra funds may be available for other needs. Mr. Stoffel has several faculty interested in the ACUE class. Mr. Tackett will check with his faculty.

Strategic Plan – will be full agenda item at next meeting. Need to continue to talk about action items.

Department Updates:

Ms. Patterson– Online faculty orientation is ready. Syllabus is the capstone assignment Chairs will be able to look at the syllabus. A certificate will be generated once the syllabus is completed. Has some info to add for financial aid. It should be ready to go live. Ms. Patterson will check with those that have piloted the course for any other changes/suggestions. Dr. Loveless wants the early entrance presentation done by Dennis Bills and Ina Robinson at WVCCA to be added to the class. Division chairs will need to notify Ms. Patterson of faculty that need to be added to the class. The first group to take this course will be the new hires, both full and part-time from the fall semester. Ms. Patterson will add a survey will for evaluation of the class. A new section will be added where information regarding best practices can be housed as a resource for faculty. Ms. Patterson stated she has trouble finding QM peer reviewers. The pay we offer creates a challenge. Dr. Loveless requested that Ms. Patterson send her a formal proposal with research on what should be paid for this service.

Ms. Stroud – A list of the current databases was distributed to the group. Ms. Stroud needs to meet with division chairs/program directors to share information regarding the databases we have and the ones that we no longer need. Northern's annual cost for database subscriptions is dropping due to the consortium between WV state colleges. Dr. Loveless suggested redoing the LRC webpage to include a list of these databases and more information on what is included in each. Ms. Stroud stated that a majority of students access the LRC information through their portal rather than our webpage. Ms. Patterson will include this information in the online orientation class.

Ms. Harbert is concerned that the wrong placement testing information is on our website. She will check with Janet Fike regarding this issue. She also questioned why ORNT 090 is handled by ASC and not the academic area. Mr. Tackett stated this transition occurred over the last couple of years and has gone from a traditional class to a hybrid class to an online class.

Dr. Sharma informed the group that the ORNT 090 class, as well as, guided pathways and advising will be addressed with upcoming CCSSE training.

Mr. Tackett reported that his area has been out and about in the world of industry. Huge prospects are on the horizon. Dr. Loveless will work with Mr. Tackett to discuss strategies to attract more students.

Ms. Coffield will be working on reducing the amount of ad hoc reports requested from her area and increase the number of regularly scheduled reports. This will hopefully reduce the amount of ad hoc reports being requested.

Department heads were dismissed and division chairs stayed for additional discussion.

Dr. Loveless discussed the new administrative procedure for promotion in faculty rank that went into effect on May 4, 2017 and asked if anyone had questions. Division chairs need to send some reminders about promotion deadlines. Moving forward, Dr. Loveless is hopeful that the WEAVE software we are trying to purchase will help this process. Each division chair is required to go over this process with any faculty that is eligible for promotion. Procedure will need to be altered to add the Dean of Academic Affairs as a filter between the division chairs, committee, and VPAA.