

Academic Affairs Meeting

Minutes

Feb. 22, 2018

Present: Becky Yesenczki, Jill Loveless, Donna Hans, Dave Stoffel, Pam Sharma, CJ Farnsworth, Crystal Harbert, Kim Patterson (by phone), Larry Tackett

Excused: Pat Stroud

Dr. Loveless requested that division chairs remind their faculty if they choose to demonstrate in support of the WV teachers strike that they to do so peacefully.

Job descriptions, Evaluations, Retirements – Ms. Farnsworth and Ms. Stroud will need to review job descriptions for employees in their areas. Division Chairs will need to review job descriptions for program directors as well as division chairs. Dr. Loveless stated that duties have expanded for program directors and division chairs and the job descriptions need to be updated accordingly.

February 28 ends the evaluation cycle for staff and non-faculty and evaluations will be starting. This does not affect faculty. Retirements also need to be discussed so commitments can be made as we will need to begin posting faculty vacancies. Mr. Stoffel would like for any new faculty hires to be on board before faculty return so they have more than 4 days to prepare for classes. Dr. Loveless will talk with Ms. Carmichael. She will also see if HR can put a packet together or offer training for people who are considering retirement.

Ms. Harbert – Finalizing FERC and credentialing. Ms. Harbert asked what to do if there are problems with adjunct faculty. Dr. Loveless stated if issues aren't corrected that we are not required to hire adjuncts back in future semesters.

Ms. Patterson – Has scheduled both intermediate and advanced Blackboard training sessions and is getting RSVPs. She is working on a Blackboard orientation module for students that faculty can incorporate into their classes. Ms. Farnsworth asked about using a more universal format such as Google Docs for Blackboard rather than PDFs or Word as some students can't open PDFs or Word documents. Dr. Loveless suggested that Ms. Patterson incorporate into her Blackboard training for faculty that all students may not be able to use PDFs or Word. Dr. Sharma mentioned that we may want to do a training on Google Docs. Dennis Bills and Mr. Stoffel are both well versed in Google Docs and could conduct trainings.

Mr. Tackett – NM campus community is raising funds to build a welding area. The NM Chamber of Commerce has pledged a large amount of money for this project. He also reported he is continuing to work on FERC.

Ms. Hans – Has been working on FERC packets and the credentialing portion of Weave. Some faculty's license needs to be updated now and will need to be updated again next fall before HLC visit. She has some faculty that are considering retirement. Classes are doing well.

Dr. Sharma – Has received the majority of the assessment reports, however, she is still waiting on a few. She will follow up on Monday with faculty who have not responded. Currently, she has 28 assessment reports and the assessment committee will be very busy. Dr. Sharma will be presenting an assessment report to the Board of Governors at tonight's meeting. Dr. Loveless stated division chairs need to work with their faculty who have not completed their assessment reports.

HLC Workshops – Workshops scheduled the week of Feb. 26 are not mandatory. However, it is very important for everyone to attend a session. There will be mandatory meetings in the fall which may include adjunct faculty.

Ms. Farnsworth – Thanked Ms. Harbert, Ben Fulton and Joyce Britt for coming to the ADA information session. She mentioned it is that time in the semester for academic alerts and kudos. The ASC will begin a weekly newsletter in March. This is an easier format to keep everyone informed rather than emails with small pieces of information.

Mr. Stoffel – Has conducted a safety meeting as part of his duty as an ETM member. Working with IR on CIP codes. Has been dealing with an academic appeal. Continues work on promotion and FERC. Other projects include: Makerspace, budgets, GPS sheets, Banner, and work associated with his duties as a member of the BOG.

IR – Dr. Loveless stated that Melanie Baker and Shelley DeLuca are handling everything. IR as well as some members of the academic affairs team will be meeting with representatives from Ad Astra tomorrow. Ad Astra is a new scheduling software that the College has purchased. Our contact at WVNET is leaving as of Friday so this could cause a delay in implementation of this software.

Budget – Confusion exists between business office and program directors regarding program fees. Program directors may get a meeting invitation from Jeff Sayre to sit down and talk about the fees. Operational budgets have been submitted.

Other Business – Ms. Yesenczki and Dr. Loveless will be reviewing catalog tomorrow. Once they are done, it will be going to David Barnhardt.

Dr. Loveless and Ms. Yesenczki will be moving to their new offices Thursday and Friday, March 1 and 2. GPS sheets are coming along. Still working on them. Dr. Loveless shared a video she produced for Weave credentialing.

Next Meeting - Will not meet on March 1. Next meeting is scheduled for March 8.

Respectfully submitted by,
Becky Yesenczki

