

Academic Affairs Meeting

Minutes

Mar. 8, 2018

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

Excused: Pam Sharma, CJ Farnsworth

Evaluations: Non-faculty evaluations have been sent out for staff to complete and return to their supervisors. Dr. Loveless stated that Peggy Carmichael will offer training on the non-faculty evaluation process. FERCs are due to Dr. Loveless tomorrow and she will complete the packets next week.

Honors: Ms. Yesenczki stated that program honorees need to be identified by the end of March. She needs the student's name, N#, program honor, and the name of the person who will present the award. She will send an email to all program directors informing them of the information needed. In addition, she will contact the registrar's office to obtain a list of provisionally certified graduates by program to assist in this process. The dates for the convocations are: Weirton – Friday, April 27; New Martinsville – Sunday, April 29; Wheeling – Friday, May 4.

Faculty Absences: Dr. Loveless stated the need for a better faculty absence process. Faculty absences need reported to division chairs and require follow-up with a faculty absence form. This process needs to be tracked in order to identify any potential problems regarding excessive absences. Be thinking about ways to tighten up this process.

Strategic Plan: Dr. Loveless will be meeting with people in the academic affairs area regarding adding data to strategic initiatives utilizing Weave. She will be meeting with Ms. Stroud next week and will meet with program directors after spring break.

Fall Textbooks: Dr. Loveless received a textbook list from bookstore and will disseminate it to faculty. Now is the time to look at adoptions for fall. Also, need to check summer books before everyone leaves for the summer.

Office Space: Dr. Loveless and Tricia Marker will be doing a walk-thru in the EC building next week to determine who will be moving offices. A timeline will be established for office moves.

Mr. Tackett: Murray Energy has approached Northern requesting for training in mine maintenance. Mr. Tackett reported that he is working on a program and it should be in place by fall. HLC presentations are going well.

Mr. Stoffel: Things are moving along smoothly in his division.

Ms. Patterson: A “get to know Blackboard” module for students has been created. Anyone is welcome to use this in their Blackboard course. It includes a quiz. Needs to be mandatory. Dr. Loveless stated this information needs shared with Ms. Farnsworth for incorporation into the retention/enrollment management plan. Ms. Stroud wants to share this with her staff as they get many inquiries regarding Blackboard.

Ms. Stroud: The LRC has a display identifying women who have been instrumental in fighting discrimination against women. The display requests people to share information on how they would combat this issue in today’s society. Ms. Stroud reported that there has been a lot of participation. Beginning the week after spring break, the LRC hours will change to 8 am – 6 pm, Monday through Thursday, and 8:30 am – 4:30 pm, on Fridays. Print book collection will be reduced this summer. Ms. Stroud requests that faculty are welcome to look at what is currently in the LRC to determine what they need to keep. Makerspace is moving forward and Dr. Loveless reported that she has requested funds in next year’s budget for this initiative.

Ms. Hans: Students are doing well this semester and she is receiving positive feedback from clinical sites. Marietta Hospital and Wheeling Hospital have reached out to us regarding externships. Dr. Loveless reported that Weirton Medical Center is offering nursing scholarships to students who will commit to working three years at WMC after graduation.

Ms. Harbert: Chana Baker is working on updating ENG 115 and adding an ENG 115S. Math faculty are working on cut scores with the new mandate of the SAT test. The SAT is more difficult than the ACT so expectation is that more people will not reach the cut scores for math. They also attended a presentation by Dr. Dennison on Accuplacer. Dr. Loveless wants to research using gpa’s for placement rather than a placement test. Students can always self-select supplemental instruction. A professional development day for faculty is planned for Friday, March 30. Ms. Harbert will conduct a Schedule Planner workshop for faculty on that day and Dr. Loveless stated a session with faculty to prepare for the HLC visit is also planned.

We will not meet on Thursday, March 15.

Respectfully submitted by,
Becky Yesenczki