

# Academic Affairs Meeting

## Minutes

**April 19, 2018**

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

**Excused:** Larry Tackett

### **VPAA Update:**

Dr. Loveless will be starting each AA meeting with a HLC question. The question for this meeting: Do you know our mission statement? In preparation of the upcoming HLC meeting, familiarize yourself with the statement. Also, be able to discuss our processes, what we are doing and the progress we are making. Read the assurance document when you receive it and consider what you do that would add to a specific criterion. Dr. Sharma shared a course that has been created in Blackboard for to assist us with preparation for our HLC visit.

Dr. Loveless reported that she is working with Ms. Patterson on a consistent home page for all Blackboard classes. Faculty will still have flexibility beyond the home page.

Discussion occurred regarding revision of the current document for alteration in graduation requirements. Confusion exists with the current form regarding whether the alteration is requesting a substitution or a waiver of course requirements. Dr. Loveless will work with Ms. Fike on revising the form for clarity.

The VPAA office will host an open house the week of commencement and will invite everyone to the new office space.

Dr. Loveless reported that on Tuesday members of the AA team had meeting with Ad Astra. Information presented was very encouraging. GPS can be used with Ad Astra to make sure that we are offering the courses needed as prescribed by our GPS sheets.

Dr. Loveless will present a summary to the Board of Governors regarding program reviews for Petroleum, Paralegal, Medical Assisting (administrative, medical billing & coding, and clinical assistant) and Advanced Manufacturing. Program reviews will be kept in the Academic Affairs office and will be on our webpage.

**End of Semester Activities:** Division chairs: work with your faculty on the following:

- Lead faculty and program directors need to be ready to work with Dr. Sharma on assessment.
- Perkins funding requests for next year are due next week. Dr. Riley will need time to look over the request before the May 1 deadline.

- Remind faculty to put updated information in Weave in regards to strategic planning initiatives.
- Summer staffing needs to be completed by end of April.
- Reminder of when spring grades are due.
- Assist all faculty with getting regalia and remind them they are required to attend.

**Programming for August:** Dr. Loveless wanted to remind everyone that the vacation blackout dates are 8/20 – 9/7. No vacation will be approved during these dates.

### **Department Reports:**

**Ms. Stroud:** The LRC had a great celebration week. She is currently reviewing guidelines and policies.

**Ms. Patterson:** Getting ready for summer. Researching a common template for Blackboard. Developed an acknowledgement of courses that have successfully passed QM. This list will be posted on the webpage for online classes. Dr. Loveless applauded this effort and stated that recognition for hard work is important for everyone. We need to change the culture to one of appreciation!

**Ms. Farnsworth:** Wrapping up the semester and will begin annual reporting. Registration campaign phone calls will begin.

**Ms. Hans:** Faculty are working with students to meet requirements for graduation, looking ahead to health science pinning and nursing pinning.

**Ms. Harbert:** Summer staffing is going well. Still need to fill a couple of slots. April 30 is the date courses will be looked at again for summer cancellation. Online is doing well. Ms. Harbert extended kudos to:

- Joyce Britt for her work with the SCARSI Club.
- Chana Baker who is the current WVADE president .
- Mark Goldstein and Hollie Buchanan for accompanying students to the PTK conference in Kansas City.
- Kathy Herrington and Charleen Stokes for assisting with a course problem.
- Frank DeCaria for bringing in a holocaust speaker.
- Greg Winland and Darcey Ferrell for working on assessment.

**Dr. Sharma:** TSG update – new faculty document center is ready to go. Assessment information will be housed on this page. HLC course has been created. Has reviewed 40% of assessment forms for next semester. Most are from liberal arts. A group is going to Ohio state for a co-curricular assessment presentation. Has received some peer review reports. Some were done well but others need some direction. IE strategic plan is posted on the website. Software has been purchased to check and validate data before report generation.

**Mr. Stoffel:** Attended a chairs academy with Ms. Harbert. Would like to work on a guide for division chairs and program directors. This would be helpful for new people taking over these positions. Working on classes. Some issues exist with PAL classes. Need to find a way to allow access for program

directors/division chairs to issue overrides. Faculty in his division are working on consistency in blackboard for all classes in his division. Mr. Stoffel would like for all classes to be QM reviewed, not just the online classes.

The next meeting of the AA team will be held on May 17, at 1:30 pm, in Dr. Loveless' office.

Respectfully submitted by,  
Becky Yesenczki