

# Academic Affairs Meeting

## Minutes

Nov. 14, 2017

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

**Excused:**

### PROJECT LIST UPDATE:

**Placement Testing** – Dr. Loveless has not received any feedback regarding this. If anyone receives any information/recommendations, please let her know.

**Course Caps** – will not on be listed on the course matrix. However, Ms. Yesenczki will create a master cap list and will be responsible for keeping it updated.

**Perkins** – Dr. Loveless met with program directors on Nov. 3, regarding Perkins funds and what they can be used for. To date, she has not received any requests for these funds. Moving forward with the budget process for next year, keep in mind that Perkins is tied to student performance which is different from the past. Division chairs were asked to remind program directors to submit Perkins requests during the current budget process. If there are any conferences, training, etc., faculty are interested in currently, there is money that can be used for these activities in this year's Perkins budget.

**Strategic Plan** – Dr. Loveless has received a lot of information from the health sciences area. She is filling out the strategic plan for academic affairs. Allied health has picked at least one or two areas to work on. She will bring all ideas to this group before she presents it to the strategic planning group.

**Budget Process** - Need to start thinking about budget and how it could tie to the strategic plan.

**ACUE** – keep thinking about who could take this course.

**Fall Schedule** – Building of the fall schedule will begin soon. Dr. Loveless will be starting with the cohort classes. Cohort programs will be considered tier 1 so other courses can work around those.

**Program Review** – Ms. Coffield is using reports from Blackboard Analytics and information from the Clearinghouse. She is behind on reaching out to our graduates from last year and may seek help from program directors. CIP/SOC review is part of program review as well. She wants to work with Dr. Loveless on the current program review schedule to determine if changes are necessary. How robust does a review have to be and how often should we look at programs that are at risk? Dr. Loveless shared program reviews/post-audits that will require review during the upcoming year. She will work with Ms. Coffield to determine if we want to create our own review schedule or follow the one from the State.

**Faculty Week** – Tuesday, Jan. 9 will be the all faculty event. Morning session will consist of Barnes and Noble who will share some new items with the group and will provide lunch. Ms. Coffield will talk about Blackboard Analytics. Breakouts for faculty assembly and division meetings will be scheduled on that

day. In the future we need to look into bringing in an outside person to train faculty on FERPA. The rest of the week, at this time, will be for traditional standing committee meetings. May have a meeting that week with the program directors who will need to complete program reviews for this program review cycle.

**Classroom Observations** – need to be completed by end of semester.

**Adjunct Hiring** – be on the lookout for adjuncts so we have a pool rather than relying on just a few and scrambling at the last minute.

**GPS** – Dr. Loveless reported that this is a very slow-moving process. However, each meeting is very productive. It will take time.

**Schedule Planner** – has been implemented and appears to be successful. Ms. Farnsworth has heard nothing but good about it from those students who are using it. We have seen a good number of unique users.

#### **DEPARTMENT UPDATES:**

**Ms. Patterson** – First of a series of Blackboard trainings begin this Friday. Beginner, intermediate, and advanced level trainings have been scheduled. More trainings are being schedule for December. There has been a great response to the trainings.

**Ms. Farnsworth** – Jacque Hores has taken another job and will be leaving next week.

**Dr. Sharma** – conducting an assessment workshop for ATC faculty on Saturday, Nov. 18.

**Ms. Stroud** – has a suggestion box collecting information regarding hours for the LRC. So far, information has indicated that the LRC open earlier rather than be open later. Dr. Loveless applauded Ms. Stroud on this effort and said it could potentially be included in our strategic plan.

**Ms. Hans** – could use additional student printers needed in the EC. Dr. Loveless encouraged her to put this in her budget request for next year.

**Division Chairs** – remained for the rest of the meeting to work on the Academic Appeals procedure. Dr. Loveless shared our current procedure with her recommended revisions. This group will continue to work on this procedure.

Respectfully Submitted by,

Becky Yesenczki