

Academic Affairs Meeting

Minutes

Sept. 7, 2017

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

Excused: Larry Tackett, Kim Patterson

Placement Tests: Do we still need them? Self-selection is becoming popular. Assessment placement activity administered at beginning of classes? CJ presented data that showed how much improvement has occurred with test scores with her review/retest program. Division chairs, please discuss this with faculty. Need to know how faculty feel about placement testing. There are some WV schools that have done away with placement testing and require all students to register for the supplemental classes with the option of “testing” out of the supplemental portion. Have feedback from divisions by Oct. 19.

Pat’s Updates – Thanked Jill for letting the LRC have staff meetings. New employee, Jenny Stoltey, in Wheeling. Lexis/Nexis database is still being worked on. Assistance is needed from IT to get this working. All other databases are up and running. LRC’s will have displays of the Constitution for Constitution Day. Jill wants to see marketing for this event. Tom Danford’s family brought his book collection to our LRC.

Hope’s Updates – Data regarding successful completion rates of college level English and math for first time degree seeking students was shared. This information will be useful in determining a realistic percentage increase to identify on our strategic plan. Crystal needs to work with the Math and English department ASAP to come up with a percentage increase that is obtainable. This information needs to be back to Larry Tackett soon.

Program Review Model – Draft was presented by Hope. A draft needs to be rolled out to program directors soon so we can begin this process. Pat and CJ need to compare their program reviews with this draft to see what could be blended to create one review template. Input on this draft is due first week of October. Input will be needed from all departments. It will be a working draft. This week, division chairs need to look at it. Next week, division chairs could share with program directors. October will be a good time to roll it out to all faculty. CIP/SOC code review will be rolled into this process.

Course Matrix – Send this information to Jill. A chunk of time will be scheduled next Friday to begin schedule building. Becky will send out enrollment trends from last three years. We will use this to begin schedule.

Mentors – Need to have faculty who are willing to mentor new adjuncts/full-time faculty. Jill wants a list of who's mentoring who. Contact long-term faculty and ask who is willing to mentor. A little late for this semester, but still can happen and be available for next semester. This will help to retain faculty, especially adjuncts.

Perkins – We have money to spend. There is stipend money for assessment, GPS, test prep activities – especially for allied health, and professional development to enhance online instruction, Blackboard training, etc. Let Jill know what you want and she will look for money.

Faculty Credentials – Division chairs need to start reviewing NEOGOV to create a list of adjuncts who could be interviewed so we can create an adjunct pool for spring. Please make time to do this.

Academic Calendar – Do we need to have a designated finals week? This needs to be discussed with your division faculty. Do we want a 15 or 16 week semester? Make a recommendation to Jill who will present to the President. Jill has requested that academics be a part of planning of the academic calendar.

Assessment - Pam reported that pre-assessment forms have been submitted and she has returned about half with comments. Still a gap between course level outcomes and student learning outcomes. Pam will meet with each individual division to assist with the assessment gap. Vocabulary on MCG's and syllabi needs to be correct. Program level assessment is also an issue but Pam has been talking with the directors to address this. Curriculum Committee needs alerted to the vocabulary in order to review new proposals for accuracy. Assessment committee needs to meet this month. A professional development workshop will be held on 9/29 during which Pam will work with faculty on assessment. Co-curricular assessment plans are due this Friday.

Donna's Updates – Classes are off to a good start and students are getting acclimated. PCT had an issue with receiving their supply bags and books but has been resolved.

CJ's Updates – FYS is underway. Students are working their way through Blackboard. Tutoring is already being requested and tutors are busy. Tutors will be out and about introducing themselves to faculty. Letters of accommodation have gone out.

Crystal's Updates –The addition of the late ENG and Math classes for Wheeling and New Martinsville were needed as they have filled. Crystal reported that a late start for gen ed classes is a good idea.

Next meeting will be held on Thursday, Sept. 14, at 10 am, president's board room.

Respectfully Submitted by:
Becky Yesenczki