

Academic Affairs Meeting

Minutes

Nov. 2, 2017

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

Excused: Larry Tackett, CJ Farnsworth, Pam Sharma

GENERAL DISCUSSION:

Ms. Coffield shared the fall 2017 census enrollment profile. This information is being posted on our webpage. She noted that we have 8 international students which is new for Northern and we have a large number of early entrance students.

Dr. Loveless stated that schedule building for fall will begin soon. She will work with Ms. Harbert first to focus on English and math. MT and WR classes are troublesome when building the schedule as most courses follow a MW and TR schedule. All courses need to follow the same pattern and it needs to be decided if we will go with the MT and WR classes or MW and TR. Need to determine which way would work best.

DEPARTMENT UPDATES:

Ms. Patterson has received information from financial aid to incorporate into the online orientation class. She has also created a repository folder as a place to put information faculty need to access quickly. Division chairs need to notify Ms. Patterson when new adjuncts are hired so they can be assigned to the class. The process of monitoring progress of those required to complete the course should be handled by division chairs. Ms. Patterson also reported that she has had a lot of interest and excitement for Blackboard training. Dr. Loveless mentioned that Perkins money is available for training and can be used to pay trainers and possibly stipends.

Ms. Stroud has been working on a lot of student printing issues. She is concerned about the amount of frustration this causes students and how it affects student retention. She has worked with IT and feels that have a solution. She stated that students don't always understand how to pick the appropriate printer when printing documents and some training may be needed. Dr. Loveless mentioned we may want to look into "printer kiosks".

Ms. Harbert reported that math faculty will be meeting on Friday to discuss the future of the math courses, particularly placement scores and developmental math classes.

Mr. Stoffel stated that his area is working on promotion, deleting some programs, and HLC items.

STRATEGIC PLAN:

Dr. Loveless needs all areas to start on action plans for the strategic plan. She shared the final approved strategic plan. Each department needs to identify an action plan and strategy keeping in mind that one action plan may touch many items on the strategic plan. At our next staff meeting, we will start putting

strategies in writing. The goal is to have as many strategies filled in as possible before the Thanksgiving break. Be cognizant of things we are already doing that will play a role in our strategies.

ACADEMIC APPEAL PROCESS:

Definitions for academic appeals and student code of conduct appeals need to be formalized. Where does student behavior fit in? Need to narrow academic appeals down to academics. Expulsion from a program or the school is a student code of conduct appeal. If a student is expelled from a program, do they get a withdrawal or do they get a grade? More discussion will occur will take place at future meetings.

SCHEDULE BUILDER TRAINING:

The last hour of the meeting was devoted to training for the new schedule builder software we are now using.

Respectfully Submitted by,

Becky Yesenczki