

Academic Affairs Meeting

Minutes

Oct. 12, 2017

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

Excused: Larry Tackett

LRC Databases – Dr. Loveless is interested in data regarding the use of our current LRC databases as the costs of these databases have been discussed. Ms. Stroud stated that she has this data which supports the need for our databases. She then stated that the costs of our databases will decrease as we continue to move forward with the consortium that has been established with the state community colleges.

Public Speakers – Dr. Loveless asked if there was a process in place when hiring public speakers for student events. The group was not aware of a specific process other than working with the business office to establish and approve a contract and ensure that payment is processed for the individual providing the services. It has not been a past practice that Human Resources have been involved in these transactions.

Online Orientation Course – This course needs to be designed in the QM model. Ms. Patterson stated she could make the changes to the course to meet the model. It was decided that the online orientation course would serve as a model to assist faculty who need to create an online course. Dr. Sharma stated that all course syllabi should follow the QM model whether or not the class is online or traditional. A suggestion was made that a late assignment policy, as well as a timeline for instructor feedback, be added to the syllabi. Dr. Loveless requested that the learning outcomes of the online orientation course be elevated to a higher level to ensure that faculty are utilizing the information gleaned in the course rather than just identifying where the information exists. Ultimately, Dr. Loveless wants faculty to build their syllabi from the online course which would then automatically be sent to Ms. Klepack in the division office. Explanations of MCG's and syllabi, along with some scenarios for faculty to evaluate and determine how to use the resources presented in this course, will be added. Ms. Patterson was asked to create a checklist of items that will need reviewed on an annual basis to update this course. Feedback on improvement for this course will continue.

Another suggestion for an addition to the online course was a section on academic integrity. Dr. Loveless agreed that would be good information and informed the group that she had just attended a state meeting regarding this issue. Academic integrity is a student code of conduct issue, not an academic appeal. It is a behavior. She encouraged everyone to read North vs. Board of Regents on LexisNexis as we are required to follow this for our student code of conduct issues. This will be discussed further at a future meeting.

Strategic Plan – Members of the group discussed strategies for the academic affairs area. Dr. Loveless then identified the different areas of the strategic plan that would be affected by the strategies. The group will continue to work on these strategies. Articulation agreements were discussed as these will impact the strategic plan.

Division Chairs - remained at the conclusion of the regular meeting. The development of the spring schedule and spring staffing were discussed. Ms. Yesenczki provided the division chairs with the spring 2018 schedule that she built with the input received. She requested that changes to the schedule be sent to her by Oct. 17. Ms. Hans identified a need for more PCT adjunct faculty for spring to meet the number of students currently in the program. Mr. Stoffel expressed the potential need for additional PAL adjuncts. Dr. Loveless asked that all division chairs provide a list of the areas in need of adjuncts so HR can advertise if potential candidates do not currently exist in NEOGOV. Mr. Stoffel also mentioned that CRJ is still being looked at for spring. Current students have been polled and prefer daytime classes rather than evening. Ms. Yesenczki stated this could potentially be problematic due to the limited availability of IP video during the day. Ms. Harbert was successful in getting several late start gen ed classes on the schedule for spring.

Summer Schedule – Dr. Loveless stated that we could see larger summer enrollment with the reinstatement of year-around Pell grant funds. She encouraged division chairs to build ghost sections of classes in anticipation of a possible enrollment increase and also to use the enrollment trend data when developing the schedule. The summer 2018 schedule will be rolled from summer 2017. Division chairs were provided with a copy of the summer 2017 schedule to begin making changes. Changes to this schedule are due to Ms. Yesenczki by Oct. 18. Dr. Loveless stated that we would no longer be printing the schedules for distribution. The schedules will be available on our webpage and can be printed individually for anyone who desires a printed copy.

Respectfully submitted by:

Becky Yesenczki