

# Academic Affairs Meeting

## Minutes

Jan. 25, 2018

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

**Guests:** Janet Fike and Tami Becker

**WEAVE:** Dr. Loveless shared with the group what she has done with the strategic plan in Weave. Weave will be used to update and track action items identified by each department. Dr. Loveless has also been working on the credentialing piece of Weave and using the software to assist in developing her section of the HLC report. Dr. Sharma is using Weave to build assessment planning. More training on how to use Weave will be held.

**Ms. Fike and Ms. Becker:** The college recruiter, Aaron Kuhn, has been very active with recruiting efforts. Ms. Fike and Ms. Becker requested that Mr. Kuhn be notified anytime anyone is conducting a potential recruitment activity, even if it is just meeting with one potential student. This will allow the college to ensure that the potential student(s) is getting all the necessary information as Mr. Kuhn will provide recruitment materials. Dr. Loveless stated that online recruitment is important as our online student population is increasing. Mr. Kuhn is available to meet with the divisions and other academic areas to discuss recruiting efforts and glean new ideas. Data is being tracked to measure the effectiveness of our current recruiting efforts. Preliminary results show that students who are given a physical tour are more likely to matriculate. Ms. Yesenczki stated that Mr. Kuhn should have access to all areas of our buildings so that when he is conducting a tour, he can open any room. Ms. Yesenczki noted that Mr. Kuhn was giving a tour to a potential nursing student and didn't have access to the nursing lab.

**Ms. Stroud:** The LRC is operating under reduced hours due to limited staff. HR is conducting a search to fill the vacancies. Hours will be adjusted once additional staff is hired. Ms. Stroud is attending many classes to provide LRC orientation.

**Dr. Sharma:** Assessment efforts are going very well. She has received approximately 10 academic assessment reports and 2 co-curricular reports. Dr. Loveless stressed to division chairs the need for all faculty to get assessment reports completed. Dr. Sharma is available if anyone is in need of assistance.

**Ms. Patterson:** Ms. Patterson has been checking Blackboard for each class to determine who has posted their syllabus. She stressed that division chairs need to alert all faculty that this needs to be completed. She is available to help if faculty don't know how to do this. Ms. Patterson has had a small percentage of new adjuncts complete the new online orientation class. Those that have completed the course have found it helpful. It was decided that Ms. Patterson would add all adjuncts to the class regardless of when they were hired. Dr. Loveless wants division chairs to work with their program directors to inform adjuncts of the need to complete the course. Those who don't may not be rehired. In addition, Ms. Patterson is going to load new full-time faculty into this course.

Ms. Patterson also noted that she is going to create a Blackboard module that provides basic instructions for Blackboard. This module can be put in any Blackboard course and Ms. Patterson will work with the faculty to see who is interested in utilizing this. Ms. Farnsworth stated that it can be a challenge to get students to log into Blackboard when an online class begins. Ideas such as email, social media, student portal, lcd monitors, were discussed by the group as ways to get this message to students. Dr. Loveless will check into our current text message system to see if it could be used for this.

**Mr. Stoffel:** The start of the semester has been busy. Mr. Stoffel has spent time assisting new adjuncts with utilizing the faculty portal, etc. In addition, he has been working with his faculty on the FERC and promotion process.

**Ms. Hans:** Faculty in her area have been struggling to get their classes started in addition to the other work that needs accomplished. It is a very busy time of year. She has been reminding all of her faculty of Weave, assessment, FERC, etc. Dr. Loveless mentioned that Ms. Han's division has done the best job of completing the credentialing process in Weave.

**Ms. Baker:** IR is in a state of transition with the resignation of Hope Coffield. She is asking for everyone's patience as they will be down a person for a while. Her and Shelley DeLuca will try to keep up with everyone's needs.

**Mr. Tackett:** Mr. Tackett is not clear on the FERC process and is having trouble helping his faculty. Dr. Sharma is available to assist. Mr. Kuhn has met with Mr. Tackett's faculty about recruitment. Mr. Barnhardt also talked to the faculty regarding marketing efforts for their programs as well as the college as a whole. Northern is part of a business after hours at JMHS tonight. Nov. 26, 27, and 28, 2018, are the tentative dates for the HLC visit. Mr. Tackett stated that it will be imperative to involve the entire college community in this visit.

**Ms. Farnsworth:** Faculty are contacting the ASC for assistance that have not before which is good. Ms. Harbert and Mr. Stoffel are doing some office hours in the ASC. Ms. Farnsworth will be conducting an info session on accessibility and accommodations next Friday. Her hope is to educate everyone on the services that are available. Her area has been working on assessment. Tutoring schedules have been finalized and are posted on the ASC webpage. The schedule includes embedded tutor schedules. Ms. Farnsworth now has open computer labs that can be scheduled through her area as well as two mobile computer labs that will be available in the next two weeks. Stephanie Smith will coordinate use of the open computer labs and the mobile computer labs.

**Ms. Harbert:** Requested training on the proper process for hiring adjuncts. She stated that she is not getting accurate contact information for adjuncts out of Argos. Ms. Baker will look into this. Late start course enrollment looks good. Ms. Harbert is going to reach out to the late start faculty to remind them that classes begin on Monday.

**Other Business:** Division meeting minutes need to be posted. Ms. Yesenczki can assist with where to post them on division pages.

Dr. Loveless still needs budget requests for next year. She has received this information for a couple of areas. An assessment budget needs created. While she has not been formally asked to submit budget requests to the business office, she wants to be ready. Keep in mind that she also needs Perkins budget requests.

**Division chairs:**

Dr. Loveless informed division chairs that between February 1 and March 1, credentials need validated in Weave. This will require a trip to the HR office to review personnel files for appropriate documentation. In addition, review course alignments to ensure that instructor credentials match up with courses being taught.

Respectfully submitted by:

Becky Yesenczki