

# Academic Affairs Meeting

## Minutes

**Feb. 8, 2018**

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

**Excused:** Melanie Baker, Pat Stroud

**Budget** – Dr. Loveless stated that budget forms have been sent out by our CFO. Further discussion on budgets will be conducted at the meeting on Feb. 15.

**Catalog** – Ms. Yesenczki has been meeting with program directors to work on the catalog. She cautioned that course descriptions cannot be changed without MCG's being updated. She also noted that she has been receiving changes that need to go through the curriculum change process.

**Ms. Farnsworth** – No new information to share at this point. Dr. Loveless stated that faculty assembly would like 5 flexible office hours which may increase faculty activity in the ASC.

**Ms. Patterson** – A list was sent to division chairs regarding missing syllabi in Blackboard. Ms. Hans has reached out to her faculty and asked them to contact Ms. Patterson if they have questions on how to do this in Blackboard. Ms. Patterson has had some trainings with faculty. Dr. Loveless suggested that division chairs set a deadline to have syllabi posted. Ms. Patterson also reported that she still doesn't have faculty completing the online orientation. Dr. Loveless stated that the online orientation is an expectation for summer and fall hires.

**Dr. Sharma** – She is still working on assessment.

**Ms. Harbert** – Currently working on FERC for the faculty in her division.

**Mr. Stoffel** – Currently working on FERC for the faculty in his division. He reported that he has some ideas on how to make FERC and promotion easier.

**Ms. Hans** – Currently working on FERC for the faculty in his division. She has some new faculty in her division so they require some extra assistance. In addition, she is working in Weave to validate credentials and align CIP codes with classes.

**Mr. Tackett** – Currently working on FERC for the faculty in his division. He reported that a pathway has been setup with Brooke High School to allow high school students to complete a welding degree. There are currently 12 to 14 high school students who will be starting the program this fall.

**Strategic Plan** – Dr. Loveless has been putting strategic planning information in Weave. Also, HLC information is already built into Weave. This software can assist you as you work on your strategic plan for your area and will assist you in tying it back to HLC.

**Other Business:** Don't forget open house is coming up.

**Division Chairs:**

**Fall Schedule** – Dr. Loveless stated that towards the second part of this month we need to start back on the schedule. Ad Astra contract and PO have been completed. Plan is to get software installed to assist with it.

**Credential Review** – when going to HR to review credentials, it is best to take a second computer with you. Makes the process easier.

**Summer Classes** - Start looking at summer enrollment and any changes that may need made. Don't add classes if you don't have faculty. Should we bring back intersession classes?

Respectfully Submitted by:

Becky Yesenczki