

Academic Affairs Meeting

Minutes

Nov. 30, 2017

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

Excused: Hope Coffield

General Discussion

Budgets: Dr. Loveless requested that all departments send their operating budget requests to her by Dec. 22. She recognizes that a formal request from Mr. Sayre has not been received but wants to be prepared for when they are requested. She will contact Mr. Sayre to inquire about a specific format for submission. Dr. Loveless requested Dr. Sharma proposes an assessment budget since it does not appear that we have had one in the past. Dr. Loveless asked the group to think of any capital requests that may be needed. The deadline was yesterday but if there are any last minute requests, she will attempt to submit them late. Last minute requests need to be submitted by Dec. 1.

Faculty Day – January: Dr. Loveless and Dr. Sharma have been working on the agenda for the day. The format for the day will be on a rotation basis. If you have any ideas for faculty day in January, let Dr. Loveless know. Since many of the activities for this day will require computers, the conversation segued into making a capital request for mobile computers on carts. It may be possible to use some Perkins funds for this request as many Perkins eligible programs would be using these mobile computers. Dr. Loveless stated that we need to do a better job of allocating our Perkins funds. Ms. Hans stated that the process seems to be a stumbling block. Dr. Loveless will research streamlining the request process and also informed the group that any travel/professional development request that could be Perkins eligible need to go through her before being sent to the professional development committee.

Advising: How are advisors assigned? How do advisors get a list of their advisees? Why is the advisee list different in NOW than what Ms. Farnsworth pulls from Argos. The list advisors access in NOW is very lengthy and can include students who have already graduated from the program. List from Argos appears to be more accurate and not as unmanageable. There appears to be a disconnect between Ms. Farnsworth's processes and Ms. Fike's processes. Dr. Loveless requested that Ms. Farnsworth begin by meeting with Ms. Coffield to work on the report she retrieves from Argos. Make sure it is accurate and then work on giving faculty advisors access to this information. Dr. Loveless will work with Ms. Fike to determine the process her area uses to assign advisors and distribute advisee lists. This will take some time to fix.

Department Updates

Dr. Loveless is meeting with each department head/division chair in the coming weeks to do a mid-year review/progress update.

Mr. Tackett – has received grants for scholarships for high school welding and petroleum students. His area is receiving requests for quotes for specialized training. Construction has begun on the Wesco

building and the building should be up and running by next fall. In the absence of welding facilities in Weirton and New Martinsville, arrangements have been made with Brooke high school to use their welding facilities from 2:30 on. There are some Brooke High School Seniors who are on track to receive a Welding C.A.S from Northern when they graduate from high school in the spring. Mr. Tackett is also working on a program for juniors to complete a Welding A.A.S. degree while in high school. Dr. Loveless requested that Mr. Tackett work with Mr. Barnhardt to get some publicity on this endeavor. She also stated that we need to work on this model in more areas so that we can matriculate early entrance students into Northern upon their high school graduation. We can offer a majority of the classes while in high school which will only leave a few credits for them to complete at Northern upon high school graduation. Mr. Tackett stated he is also working with the John D. Rockefeller Center.

Working on an agreement with SPOKES for a college planning class to help transition SPOKES participants to matriculate at Northern. Career development offers more flexibility to offer this class.

Ms. Stroud – still looking at LRC operational hours. She has received information that late hours are needed as well as early hours. She will continue to work on this to try and come up with a solution that will help all students. She stated that discussion has occurred on creating a makerspace in the LRC. Mr. Stoffel stated this would be a great thing for Northern as no one in the area has this type of technology or space. Mr. Tackett stated there could be room for this in the current ATC building or the Wesco building. Dr. Loveless stated this could possibly be funded through Perkins and requested a proposal for this endeavor before our current budget planning process ends. Don't think small, think big. Could potentially be done in phases.

Mr. Stoffel – been an overwhelming semester. Challenge to meet with all advisees because advisors have many programs for which they advise. Dr. Loveless is optimistic that Schedule Planet will assist with some of this once we start pre-loading student schedules. May need to reduce teaching load for division chairs to allow time for administrative duties. Dr. Loveless stated the first year is the most challenging for a new division chair. Program directors need to be held accountable for more duties. Ms. Hans stated that her first year as division chair was challenging because she had no mentoring/training. The group discussed the option of allowing new division chairs to spend at least the month of May with outgoing division chairs to assist with the transition.

Mr. Stoffel raised a concern regarding enrollment being down 10% year over year. Dr. Loveless stated the DFW list is large and concerning. She will be talking to faculty exec about this. Need to have a plan to fix this. Why do we have such a large amount? We need a strategy to fix this problem. This is our enrollment issue. Classroom engagement is the key to fixing this. Academics has to own this.

Ms. Farnsworth– just finished the registration campaign. Contacted 717 students. We are 10% below where we were last year at this time with enrollment. Dr. Loveless reported that 100 students have been triaged but have not registered. Ms. Farnsworth stated that she hears multiple reasons why students aren't getting registered. Some students face issues that are not easily resolved. However, she has seen less issues with the schedule and has heard nothing but accolades regarding schedule planner.

Ms. Hartbert – has been working diligently on staffing for spring. She is having trouble finding math faculty, needs English faculty for on-ground classes, and is in need of art faculty.

Ms. Hans – reported that a partnership is being developed between Northern and Weirton Medical Center for scholarships for high school students who wish to attend Northern to obtain a nursing degree. The scholarship will require an employment commitment from the student. Articulation agreement has been signed between Northern and Chamberlain School of Nursing.

Dr. Sharma – shared her assessment presentation for Friday’s faculty assembly meeting. There is still information she needs from areas within the college. Part of the assessment process requires program directors to update program outcomes in the catalog.

Dr. Loveless wrapped up the meeting with some information:

- AA Master Calendar – she has been working on this
- Start of Semester – no leave during the first two weeks of January. Faculty Day is Tuesday, Jan. 9.
- Update Duties and Responsibilities for Chairs and Program Directors – will be done during mid-year reviews.
- Develop Criteria for Evaluating Program/Subject Viability – she is waiting on information.
- WEAVE – is coming! First priorities for this software will be credentials and faculty evaluations.

Respectfully Submitted by:

Becky Yesenczki