

Instructional Council Meeting

Minutes of May 3, 2008

The Instructional Council met on Thursday, May 3, 2008 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Kathryn Langston, Mary Ellen Hawkins, Michael Orf, Rex Whitfield, Ruby Johnson, Gin Brown and Karen Overturf. Those absent were Wayne Wilson, Judy Cannady and James Spurlock.

Mike DeLong called the meeting to order at 8:30 a.m. Minutes of the last meeting were reviewed. Motion was made by Ruby Johnson to approve minutes as written with a second by Kathryn Langston. Minutes were approved.

Semester “How goes it”—

- Everyone agreed that this has been a hard semester with the weather issues, lots of student issues. Attendance has been awful and there needs to be a review of the attendance policy
- The nursing program deadlines still need to be made clearer to avoid confusion

Budgets—

- Mike DeLong thanked everyone for bringing their budgets in line with where we need to be—salaries have not been cut; travel will have to be okayed through the President’s office
- It was asked if the budget cuts would affect the workforce students

Division Restructuring—

- With Judy Cannady and Rex Whitfield stepping down from their Division Chair positions there is the proposal for 4 Chairs instead of 5
- This will be an 11 month position
- The President and Administrative Council have approved the summer division chair schedule

Graduation—

- Graduation practice for faculty and students in Tuesday, May 6. Everyone needs to attend. In addition, everyone is to also wear the cap at graduation this year

Software and book updates—

- Be sure to have all book orders and any software order taken care of BEFORE leaving for the summer

Administrative Council Update—

- Anyone planning to have a work-study in the fall needs to ask for one immediately
- Division chairs—the Planning Manual needs your information before leaving for the summer
- Raises—classified employees will receive a 5% raise (2% from the state and 3% from the college); faculty will receive a \$1,200.00 stipend and professional and administrative staff will receive a 3% raise. Raises are effective July 1.
- Board meeting/retreat in May 15
- ADHE is redoing Program reviews; they are looking at the number of graduates per program
- There is a possibility that there will be a tuition increase in the fall; more discussion later

- Mike DeLong will be meeting the officials at the Mountain View High School to discuss using their building for the nursing program

Roundtable—

Gin Brown-

- Participating in doing various end of semester surveys
- Gave a report of the benefit for the Jean Jennings Scholarship Foundation; it was asked about doing another benefit next year a date has been set for April 11
- Reminded everyone of the golf tournament on June 22
- Gave a report on the Ozarka Craft Guild craft school and how it is helping to reach out to a different group of people

Ruby Johnson-

- Capping and Pinning will be Tuesday, May 6. A total of 38 LPN graduates and 8 RN graduates
- Still have 20 RN's on campus with classes in the summer
- Site review is June 20

Rex Whitfield-

- There is some confusion about the first aid classes that are being taught for the nursing student and those being taught for the teaching students and CPR testing.

Kathryn Langston-

- There are 19 Associate of Applied Science graduates and 24 graduates with a Certificate of Proficiency in different areas of business

Mike DeLong-

- The online SIRSII test just got up and running this week, hopefully we can still get some feedback from the students on this
- A reminder to the division chairs that early registration is May 19 in Mountain View; May 20 in Ash Flat and May 21 in Melbourne and they need to plan on being there

Mary Ellen Hawkins—

- There was a lot of participation in the National Library Week
- Planning a diversity day for the fall to include but not limited to dress and food

Michael Orf-

- Rodney Williams in planning to bring in a speaker on diversity during the fall semester
- CJL Program may need to be changed or be eliminated to fit with ADHE program reviews

The meeting was then adjourned at 10:00 a.m.

Minutes respectfully submitted by:

Karen Overturf