

## **Instructional Council Meeting**

### Minutes of February 15, 2007

The Instructional Council met on Thursday, February 15, 2007 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Ruby Johnson, Rex Whitfield, Judy Cannady, Michael Orf, James Spurlock, Kathryn Langston, Mary Ellen Hawkins, Gin Brown and Karen Overturf. Absent was Wayne Wilson.

Mike DeLong called the meeting to order at 8:30 a.m. Copies of the minutes from the last meeting were handed out to all attendees.

First item on the agenda was the fall schedule. There was some question as to whether or not we would still be able to have both the compressed video classes running at the same time due to technical problems. Scott Pinkston, the IT Director said everything should be fine but if there are any problems to report them to the IT Department. Scott also sent word that he is ready for Judy Cannady to test her new online class for teaching instructor how to teach online. The division of scheduling duties were discussed and agreed on. Division chairs will send schedule of classes for their instructors to Karen Overturf and she will assign the class to a room and print a draft for everyone to inspect for any inconsistencies.

Dr. Johnston discussed developing a Matrix of Student Learning and Institutional Assessment. He gave us an example that he had and would like us to develop one meshing all previous assessment tools into one. The Instructional Council will be in charge of the measures of student learning. He would like the Instructional Council to look at and decide what we do to measure student learning and then develop the matrix for Ozarka on student learning.

The draft of the catalog is nearly ready to go to Kim Whitten for formatting. The catalog is scheduled to go to the printers at the end of March.

It's time for the annual evaluations. Karen Overturf will be setting times with the Division Chairs for Mike DeLong to do their evaluations during the next two weeks. DeLong plans to work with all full-time faculty to try to get evaluations done before March 15. DeLong passed out revised faculty job descriptions for everyone to look at.

DeLong reminded everyone that the budgets are also due. He would like everyone to send him their budget before sending them on to finance. He would like to be able to make justifications for needs if necessary.

We were reminded that ACTS is a state course transfer system that is supposed to take the place of core requirements. Everyone was asked if there was anything we offer that still needs to be added.

Administrative Council Update: Ozarka has applied for a Pathway's Grant. The grant is for \$10,000 and provides for low income students.

Around the college:

1. The automotive department is working on their NATEF Recertification.
2. PTK “adopt a highway” has been approved
3. Scott has added a link to the website for buying Ollabelle tickets online
4. All work-study students time is being cut to 10 hours.

Roundtable discussions: (1) Judy Cannady sent information out to everyone about the new College Success Orientation class that is replacing the QUEST class; (2) Kathryn Langston is doing another mailing and will be going to the area high schools to talk about the Business Program; (3) Gin reminded everyone of the upcoming blood drive next week in Mountain View (Tuesday, Feb. 20), also the dedication of the Science Lab in Mountain View. Gin also reported that she may know of a possible Spanish teacher for the Mountain View area and also told us that the Fitness Center in Mountain View was for sale and wondered if there would be something that could be worked out between them and the school. (4) Ruby is working on getting the site visits scheduled for Mountain View and Ash Flat for the nursing program; (5) Mary Ellen has a group of students to evaluate the library database this spring and would like to show faculty (possibly in a seminar class) the databases available in library; (6) Rex reports that he has had a request for Mountain View to have a concurrent Biology class; (7) James asked if it would be possible for Ash Flat and Mountain View to have a fleet vehicle available to them for travel.

Minutes were read and approved as written. The meeting was then adjourned at 10:00 a.m.

Minutes respectfully submitted by,  
Karen Overturf