

Instructional Council Meeting

Minutes of January 17, 2008

The Instructional Council met on Thursday, January 17, 2008 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Kathryn Langston, Mary Ellen Hawkins, Michael Orf, Rex Whitfield, Judy Cannady, Ruby Johnson, Trish Miller sitting in for Wayne Wilson, James Spurlock and Karen Overturf. Absent was Gin Brown.

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

Semester “How goes it”—

- Drop/adds on off-site campuses need to be done by Gin Brown and James Spurlock
- Transfer classes are not in system
- Think of what might help in using SONIS and send email to Mike
- Need to limit seats in the developmental classes to no more than 20
- Students that are dropped for non-payment are not being notified—Michelle Cunningham sent emails asking that the instructors notify the students
- Need to have a test proctor for Body Structure and Function on Ash Flat campus due to number of students. There may be other Interactive Video classes that need a proctor also

Assessment—

- Continue to use the CAT forms, the blue slips, etc. for documentation. Continue putting information on MyOzarka, etc. Document, document, document.

Catalog Update—

- Catalog is now with Kim Whitten before sending to the printers

Advisement—

- Ron Helm and Mike DeLong have been looking at the advisement process
- There's the possibility of taking Ron out of advisement process- send students to advisors, not Ron- hopes are to have process finalized by the end of semester

Academic Calendar—

- Division chairs are to take turns being on hand to help with open enrollment. They will be working in the student center

Professional Reviews—

- Everyone is to contact Karen Overturf to set an appointment for their Professional Review
- Mike DeLong will be visiting classrooms at random for classroom assessments
- Dr. Johnston and Tina Wheelis have scheduled a meeting for supervisors of classified staff to explain the process for evaluating classified staff

Budgets—

- Need all documentation soon

- Be sure to add travel for department
- Make sure it's tied in to strategic plan

Administrative Update—

- NCA Conference in Chicago April 12-15; attending are Dusty Johnston, Mike DeLong; Ron Helm, Joan Stirling, Karla Rush, Michael Orf and Judy Cannady
- We have a group going to Kansas City the end of February for a meeting on self-study
- Student of the semester/year being dropped from the catalog
- Dr. Johnston is working with Ron Helm on a President/student forum
- Faculty appreciation dinner is February 4, 2008
- Advisory Committee meeting is February 25, 2008

Mike DeLong told everyone that letters went out to the adjuncts about tuition waivers. This is for the wellness center only, for the instructor only, and only during the semesters that the adjunct instructor actually teaches.

Mike DeLong also reminded everyone to send the early alert forms to him after the 11th day enrollment so we could send letters to students.

Roundtable—

Kathryn Langston-

- reports there are 638 students enrolled in Business Technology classes, almost double what they normally have

Ruby Johnson-

- nursing is doing well—they have 20 RN students with 4 being from Newport

Mary Ellen Hawkins-

- There have been problems with the photo ID machine; they're trying to get it fixed. Invited everyone to come by and see the new display.

James Spurlock-

- Everything is going well, numbers are off a little but running smoothly. Asked if there was a better way to know where students might be picking up their books so as to have enough books on hand when they come in.

Rex Whitfield-

- Stated that after 13 years this was to smoothest start to a semester he had seen with fewer drops, cancellations, etc.

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

Minutes respectfully submitted by:

Karen Overturf