

Instructional Council Meeting

Minutes of January 3, 2008

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

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 Mary Ellen Hawkins. Minutes were approved.

Mike DeLong reminded everyone how important it is to attend and participate in these meetings and then to pass the information along to the rest of the faculty. Division chairs should meet with their division on a regular basis for this.

Assessment—

- The CAT forms are being used in most classes now. Everyone was reminded that we need to do whatever needs to be done to “close the loops” on assessment. There was discussion on examples of assessment being used in various departments.
- Mike DeLong reminded everyone that the blue assessment forms that he has handed out was for the instructors use only and did not have to be turned in.
- Plans are to try to schedule advisory meetings before the budgets are due to get any input from the committees. Everyone was reminded that they need to budget in any travel, conferences and professional development that faculty or staff in their departments will be attending.

Catalog Update—

- The catalog is nearing completion, waiting on approval of Academic Calendar, a copy will be sent to everyone after the meeting to look at and make any suggestions.
- Online registration will be changed to be on the first day of classes each semester instead of later.

Advisement—

- We are still having problems with students taking classes that they don't need due, in part, to poor advisement; discussed possible ways to resolve this problem
- Sometimes students insist on taking classes that they don't need or that is a higher level course than they tested in to.
- There was discussion on possibly having a standard 10 question form to ask students before advising on their plans when they leave here (4-year College or university, work, etc.). Also to have a checklist that student must sign if student insists on taking classes not advised to take.

Student Evaluations—

- Evaluations have been sent to the company to scan – should have reports in a few weeks
- The comment page is in Mike DeLong's office for him to look over, once he has read them they will be distributed to the proper division chair
- Once the reports are back there will be discussion on whether or not we will use this company again
- Mike DeLong asked everyone in attendance if they or any of the other instructors would use a Scantron if it were available to them. Several were interested, will look at the cost and report back.

Roundtable—

Judy Cannady-

- Asked about the chance of getting extra pay for the Spanish III instructor since she is developing this class. Also reports that the College Success numbers are low.

Ruby Johnson-

- Mountain Home clinical instructor has quit, they are currently looking for a replacement

Mary Ellen Hawkins-

- any requests for books, videos, etc. need to be in by the end of January

Kathryn Langston-

- reports there are already 500 students enrolled in Business Technology classes

James Spurlock-

- reported that the construction on the Ash Flat campus is moving along

Rex Whitfield-

- discussed some scheduling problems

Gin Brown-

- New student orientation is scheduled for tomorrow January 4
- Reminder that she will be attending a CJL Conference in Washington DC later this month
- Reminder that on the 27th of January Mike DeLong, Karla Rush, and Gin Brown will be meeting with the Arkansas Craft Association

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

Minutes respectfully submitted by:

Karen Overturf