

Instructional Council Meeting

Minutes of October 5, 2006

The Instructional Council met in their first session on Thursday, October 5, 2006 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Wayne Wilson, Ruby Johnson, Rex Whitfield, Judy Cannady, Kathryn Langston, Mary Ellen Hawkins, James Spurlock and Karen Overturf. Those absent were Michael Orf and Gin Brown.

The VPAA, Mike DeLong called the meeting to order at 3:30 p.m. This being the first meeting there were no previous minutes to approve.

The first item on the agenda was to establish that all future information to be discussed needed to be sent to Karen Overturf prior to meeting time to assure that it gets on the agenda.

The second item discussed was what time would be best for having our meetings. It was agreed that for the remainder of this semester that we would meet at 3:30 p.m. on the 1st and 3rd Thursday of each month. Rex Whitfield suggested that starting the spring 2007 semester that faculty members leave their 3:00 time slot open for meeting and then start our meetings at 3:00 p.m. on the 1st and 3rd Thursdays. Most were in agreement but also wanted to discuss it with Orf and Brown.

The third item discussed was scheduling classes. Mike DeLong and Karen Overturf will work on a timeline for when the schedule needs to be completed. It was also discussed that we still need to add more evening classes. Mike DeLong handed out a short survey for everyone to look at that included some class times that have not been utilized in the past. Mike will finalize the survey and send it to faculty members to pass out in the classroom to get a better feel for what times students would like classes offered. It was decided that we would give 1 week for surveys to be taken and turned in to Karen Overturf. He will also talk to Scott Pinkston about the possibility of putting a version of the survey on the website for community input. Along with the discussion of the schedule Mike DeLong asked everyone for their opinion on printing a limited number of schedules and either direct mailing, inserting into a local newspaper or possibly leaving copies at local stores for potential students. It was unanimously agreed that we do need to print schedules but we will have to get with Kim Whitten on which would be the most cost affective. Mike and Karen will talk to Kim and report back to the committee.

The fourth item on the agenda was book orders. There needs to be a timeline set for when book orders need to be turned in to the bookstore. DeLong has discussed this with Laurretta Coleman in the bookstore and will get more information from her as to how long it takes to receive books once the orders are sent in and which companies we can return unused book to. Rex Whitfield asked if there was some way that information could be pulled from computer records to show how many books are already in stock and the average number of books actually used in a given semester to give everyone a better idea on how to order the appropriate number of books. DeLong will talk to Scott Pinkston to see if this information is available and where we can access it.

There was also some discussion about the syllabi that are online. James asked about the ISBN numbers being wrong on some of the syllabi and students that buy their books somewhere other than the college sometimes end up buying the wrong books. The division chairs in attendance (Judy Cannady, Ruby Johnson, Rex Whitfield and Kathryn Langston) reported that there had been some computer glitch that had caused some of the syllabi to list books and ISBN numbers from previous semesters to a current semester. They will ask each of their instructors to check their online syllabi to assure that the correct information is there. Mary Ellen Hawkins stated that in January 2007 the ISBN numbers will be changing on all books which will cause even more confusion for a while.

The next item on the agenda was the catalog. A timeline needs to be set for all information to be sent to Karen Overturf for any changes to be made to the catalog. It was also agreed on that we will go back to a 1 year catalog instead of the current 2 year due to so many changes being made the current catalog is incorrect in so many areas.

Item six on the agenda was reminders of events scheduled in the next couple of weeks. (a) A reminder that mid-term grades are due by October 6, 2006. (b) The Foundation Golf Tournament on October 7, 2006 at Coop-Hawk Gold Course in Melbourne and (c) the Trio sponsored Fall Festival on October 12, 2006 at the Melbourne campus

Updates from Administrative Council meeting were (a) the AATYC Conference in Hot Springs October 15-17, 2006 (b) Human Resources will now be mailing birthday cards, anniversary cards, etc. to employees (c) Senator Jim Holt will be speaking at the college later this evening. The college is not sponsoring this event; it is a community sponsored event using our facilities.

Judy Cannady asked when we would be having our Faculty Appreciation Dinner and our Advisory Committee Meetings stating that we were waiting for the VPAA position to be filled before setting a date for either. It was agreed that we would have the Faculty Appreciation Dinner this fall. Mike DeLong will talk to Linda Taylor in Culinary Arts to see when they would be able to cater the dinner then set a date from there. It was also agreed that having both meetings this late in the semester would be too much so we wait and have the Advisory Committee Meeting in the spring.

Following was a roundtable discussion where everyone gave a short report on what their area is doing, changes they are making, changes they want to make, etc. Kudos goes out to Rex Whitfield as Outstanding Faculty and to James Spurlock as Outstanding Staff members. Both men will be recognized at the AATYC Conference this month.

The meeting was then adjourned at 5:00 p.m.

Minutes respectfully submitted by,
Karen Overturf