The Instructional Council met on Thursday, November 1, 2007 on Ozarka College campus in Melbourne. Members present were Mike DeLong, Kathryn Langston, Mary Ellen Hawkins, Michael Orf, Gin Brown, Ruby Johnson, Trish Miller sitting in for Wayne Wilson and Karen Overturf. Absent from the meeting were Rex Whitfield, James Spurlock and Judy Cannady.

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

Assessment—
- The CAT forms have been sent out and faculty has until Friday, November 9 to turn them in. Plans are to do these once a month.
- The classroom feedback forms are at the printers now, they will be handed out to the faculty when they arrive.

Scheduling—
- Working on the spring/summer schedule worked better this semester by working on it by email as in the past but also adding the face to face work helped in the scheduling of various classes both on the Melbourne campus but especially the Ash Flat and Mountain View campuses.
- Kim Whitten now has the spring/summer schedule, getting it ready to send to the printer.

Catalog Update—
Send all catalog updates to Mike DeLong and Karen Overturf immediately. Everyone was reminded to look especially close at the programs due to the course audits needing to be brought up to date.

Algebra class proposal—
Bettie Estes spoke with the committee about a program she was familiar with the “Keys to Algebra”. There was discussion as to possibly offering this as a pilot program in remedial Algebra. There were a lot of questions as to the number of hours, financial aid, completion time and how to transition it into College Algebra. There needs to be further discussion at a later date.

Holding program for “undecided”—
Kathryn Langston suggested that those students that fall under “undecided” could be put in the AAS Program in business classes. It was decided that what needs to happen is that those undecided students need to have someone talk to them about what it is they really want so they can be put in the correct program instead of what ever will work at the
time. Mike DeLong will bring this up in Administrative Council for suggestions from them.

Student Evaluations—
The student evaluations of instruction packets are ready and division chairs are picking them up today. Those going the other campuses are being pony expressed there. Mike DeLong asked that the division chairs remind everyone that since this is the first time we have used these forms to be sure and read the directions before handing them out.

Travel—
Once again everyone was reminded that the travel for adjunct teachers is only to be paid after the first 20 miles in either direction. There have been quite a few that are still claiming all their travel.

Administrative Council Update—
- All committees are now in effect and should be having their first meetings soon
- Bids were opened for the Ash Flat nursing building
- Paperwork is ready for work on this campus (Dr. Johnston’s office, bookstore, LPN extension, etc.)
- Ash Flat’s new secretary is Connie Esparza
- Denny Elrod was hired as the new maintenance worker
- Nursing students hosting “Ozarka Idol” on November 8 as one of their fundraisers

11th Day Enrollment—
There are still problems with the reporting for 11th day enrollment. We are still having students that have not attended a class being billed for classes. Once again there was a lot of discussion on how to insure that the adjunct instructors understand how important it is to report these students and what we can do to help them.

Roundtable—

Ruby Johnson-
- Requirements for the 2008 RN’s in Math will be Intermediate Algebra or higher AND Math for Nurses. Dr. Johnston is talking to ADHE about this-trying to get it changed.
- Starting in January, testing for the RN classes will be in the learning lab instead of the library.

Mary Ellen Hawkins-
- There are lots of new books in the library and they are taking request from faculty members for what books they would like to have in the library.
- Gate count is averaging about 100 students per day in the library.
- November is American Indian Month and they will have several items on display that have been donated by students and faculty.
Trish Miller-
- The Adult Ed Advisory Committee will be meeting on November 13, 2007
- Sandra Miller was voted President of the AACAEd (Arkansas Association of Continuing and Adult Education).
- Dr. Wilson will be on the local TV station (channel 5) with Son Lamb this evening

Michael Orf-
- He and Rodney Williams have been working on the objectives for the history classes and have completed them
- Michael wanted to clarify the drop dates for the College Success classes. The drop date is listed as the same as all other classes even though the College Success classes are over before the drop date.

Gin Brown-
- Cheryl Moore has been hired as the full-time secretary and Donna York has accepted the 30 hour secretary position.
- She reports that several classes and office staff dressed up for Halloween and everyone had a good time.
- College Planning Day went well, lots of students and everyone seemed to enjoy it.
- Gin was voted secretary of ArkAcro for another two years at the October meeting.

Meeting adjourned at 10:00 a.m.

Minutes respectfully submitted by:

Karen Overturf