

Instructional Council Meeting

Minutes of October 4, 2007

The Instructional Council met on Thursday, October 4, 2007 on Ozarka College campus in Melbourne. This meeting was for Division Chairs and Academic Affairs only. Members present were Mike DeLong, Kathryn Langston, Judy Cannady, Michael Orf, Rex Whitfield, Ruby Johnson and Karen Overturf.

Mike DeLong called the meeting to order at 8:30 a.m. Minutes of the last meeting were reviewed and approved.

ASSESSMENT

Dr. DeLong reported that he along with Karla Rush, and Joan Stirling had attended an Assessment Expo and had gotten some information that he will share with everyone. He asked about how the assessment was going in the classrooms. Judy Cannady reported that she is now doing pretest/posttest in all of her classes. She also reports that all classes are getting positive feedback especially in her College Success classes.

Dr DeLong has ordered the notepad forms for classroom assessment techniques. He would like everyone to use them at least once a year in their classes.

ADVISORY MEETINGS

There was discussion as to whether the advisory meeting should be held once or twice a year and whether or not the committees should all meet together or separately. Everyone agreed that we should have one meeting in the spring for everyone and change the starting time to 5:00p.m. Dr. DeLong is to talk to Culinary about a best date. Those programs that must meet twice a year will still do so.

ADMINISTRATIVE COUNCIL UPDATE

- TRIO will be taking over the learning lab in the Miller Building—it will still be open to all students
- The committee appointments are nearly done and Dr. Johnston will be sending that information out to everyone soon
- The plans have been finalized for the Nursing/Student Center building in Ash Flat
- J. P. Farley will have a website available for you to check on your insurance, etc. Libby will send that information out as soon as she receives it.
- Next Board meeting will be December 13.
- Holiday Receptions will be December 4 @ Ash Flat; December 5 @ Mountain View and December 14 @ Melbourne.
- Dr. DeLong will discuss at next Administrative Council meeting about having a pot luck lunch for faculty & staff before leaving for the holidays.

OPEN DISCUSSION

- Ruby wanted to thank the other chairs for working on the schedule to help all the nursing students
- There was some discussion as to whether to summer schedules should be done at the same time as the spring classes or moved back with the fall classes. It was decided that having the summer schedule come out with the spring schedule helps the students to better determine what classes to take in the spring so they can take classes in the summer and also helps those students that we have only during the summer when they are back home with their families.
- It was suggested that the calendar that Dr. DeLong had shared with all of us with schedule timelines, etc. should be shared with all faculty members.

Meeting was adjourned at 9:30 a.m.

Minutes respectfully submitted by:

Karen Overturf