

Instructional Council Meeting

Minutes of November 02, 2006

The Instructional Council met on Thursday, November 02, 2006 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Ruby Johnson, Rex Whitfield, Judy Cannady, Wayne Wilson, Gin Brown, Mary Ellen Hawkins, and Karen Overturf. Those absent were Kathryn Langston, Michael Orf, and James Spurlock.

Mike DeLong called the meeting to order at 3:30 p.m. First item on the agenda was the adjusted book order time with all orders to be turned in to the bookstore by November 20. Everyone agreed that we are on track for that deadline.

We were reminded that all spring and summer schedule changes/additions need to be turned in to Karen Overturf immediately as the schedules are to be posted Monday, November 6 and we also need to get that information to KimWhitten to get the printed schedules completed and delivered on time.

Mike DeLong asked if there were any recommended changes to the academic calendar. Rex Whitfield asked if it would be possible to change the last day for faculty in December from December 18 to December 15. DeLong said he would have to speak to Dr. Johnston about this and get back with us on it.

Mike DeLong gave an administrative council update. (1) registration would begin November 13 through January 8; (2) Dr. Johnston is planning a “data day” meeting on December 18 for all faculty and staff that in part will consist of meeting in groups and discussing what we do with the data we gather (how it is used) and also the college update; (3) we will also have open house on all three campuses in December. This will be open to the community. The dates are December 5 in Ash Flat, December 12 in Mountain View, and December 14 in Melbourne.

Minutes from the October 19, 2006 meeting were read and unanimously approved. Rex Whitfield asked if there was somewhere that the minutes of these meeting could be posted for anyone to read. Karen Overturf said that she would see about getting them posted in the public folders.

We next discussed upcoming events. The faculty appreciation dinner is scheduled for November 6 starting at 4:30 p.m. DeLong shared a draft of the program for the dinner meeting asking if there needed to be any changes or additions. The program was approved as it was. This year there were several instructors asking about bringing their spouse to the meeting. It's too late to change for this year but there was some discussion and approval of allowing instructors to bring their spouse only (no children) providing they pay for the spouse's dinner. Mike DeLong also told us how Kim Whitten will be getting photos of faculty members, both full-time and adjunct, during the next year and we hope to use photos of instructors at work during our next appreciation dinner.

Next on the agenda was the online course load for full-time faculty. While some have strong opinions one way or the other it was agreed that it really depends on the course being offered as

to whether it can work well as an online class. Mary Ellen Hawkins stated that one of the biggest complaints that she hears about the online classes is that some of the instructors don't seem to communicate with the students as quickly as maybe they should. She suggested that along with posting actual office hours that instructors teaching online also post virtual office hours where they are actually at the computer and available to communicate with a student at a particular time. The possibility of forming a committee was discussed to propose a policy on how to teach an online class, how to evaluate online classes, what constitutes an online class and how to keep it on track. DeLong reminded everyone that traditionally a full-time instructor could teach only 50% of their classes online.

Along with the discussion of classes Mary Ellen Hawkins asked about blocking the remedial classes to help students move through them such as having Quest/Reading together then Math/English. DeLong said that he would discuss this at the next Administrative Council meeting and get back with us about it.

At the roundtable discussion division chairs are finalizing the schedule and book orders. Mary Ellen reports that there is lots of testing going on in the library and that there will be a Library Advisory meeting sometime before Thanksgiving. Gin Brown reports that several local high schools have visited the Mountain View campus lately with good response and on November 7 there will be a blood drive at the campus. Also, the beanfest was a great success with lots of publicity for the college. Ruby Johnson reported that the Allied Health Advisory Board will meet on November 15. Also capping and pinning is scheduled for December 15 at 6:00 with 20 LPN and 9 RN graduates.

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

Minutes respectfully submitted by,
Karen Overturf