

Instructional Council Meeting

Minutes of December 6, 2007

The Instructional Council met on Thursday, December 6, 2007 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, Trish Miller sitting in for Wayne Wilson and Karen Overturf. Absent from the meeting was James Spurlock.

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

Assessment—

- The CAT forms are being used in most classes now though we still need to work with some of the adjuncts on this. There is no longer any need to email the forms to Mike DeLong, faculty can upload the information in MyOzarka and post to appropriate class.
- Everyone was reminded to read and use the suggestions on assessment that Dr. Johnston had emailed to everyone
- 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.

Catalog Update—

- Discussed possible changes to the way the programs are listed to help students find the information they are looking for easier
- Catalog update is currently ahead of schedule; Kim and Karla are working on the cover. With being ahead of schedule plans are to get the catalog to Kim Whitten before leaving for the Christmas break if possible.

CAAP testing—

- The CAAP test is no longer required by law. Discussed suggestions as to ways to get the students in to take the test or possible alternative tests.

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. Plans are to have a statement that the student must sign stating that they are taking these classes against advisement.

Online Evaluations—

- We will not be able to do the online evaluations this semester. The company failed to get information available to us for use this semester.

Faculty/Staff In-Service—

- More discussion on 11th day enrollment. There was discussion on having faculty print their rosters through the 11 day enrollment period.
- Reporting needs to be stabilized; instructors need to do a better job of reporting non-attending students.
- Instructors not reporting non-attending students need to be advised of the problem and counseled on the importance of reporting.

Administrative Council Update—

- We will be eliminating the parking fee and possibly the placement test fees
- Campuses will close for the Christmas holiday at 12:00 noon on December 20 and reopen on January 2.
- Letters of intent have been sent to ADHE for the Construction Certificate and AAS Program
- December 14 is the Holiday Open House
- December 17 is the faculty/staff potluck lunch

Roundtable—

Judy Cannady—

- Asked about the postponement of some new math classes that have been discussed lately
- Reports that the Students Success class evaluations show that the students want the class to last the full semester and want a different book.

Ruby Johnson-

- Capping and Pinning is set for December 12 at 6:00 in the auditorium. There are 8 RN's and 20 LPN's graduating in May.

Mary Ellen Hawkins-

- The library is busy with some of the final exams and trying to get all books returned before leaving for the holidays

Trish Miller-

- Everything is going well in the Adult Ed Department

Kathryn Langston—

- Possibly looking at another record enrollment for the business department in the spring

Michael Orf-

- Probably will need to add another online Arkansas History for the spring semester.

Rex Whitfield—

- Asked if Scott could sent a list of instructors that are not turning grades in on time so the division chairs can work with those in their divisions to resolve this
- Explained to the group about an assessment technique that he have been using.

Gin Brown—

- Handed out copies of the report from the completed Student Success survey that was done on the Mountain View and Ash Flat campuses
- Still in discussion with the Ozark Folk Center on working together to offer a craft program
- Working with the sheriff's office on continuing education classes for jailers and deputies. Class to be December 13 at the Mountain View Campus
- There were 147 people attending the Holiday Open House at Mountain View on November 28
- Book buy back is scheduled for December 12
- CPR classes have been rescheduled for December 17

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

Minutes respectfully submitted by:

Karen Overturf