

Instructional Council Meeting

Minutes of February 8, 2007

The Instructional Council met on Thursday, February 8, 2007 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Ruby Johnson, Rex Whitfield, Judy Cannady, Michael Orf, James Spurlock, Kathryn Langston, Mary Ellen Hawkins, and Karen Overturf. Those absent were Wayne Wilson and Gin Brown

Mike DeLong called the meeting to order at 9:00 a.m. Copies of the minutes from the last meeting were handed out to all attendees.

The first item on the agenda was to change the time for our meetings to 8:30 a.m. on the 1st and 3rd Thursdays each month for the remainder of the semester. At the end of the semester it will be decided whether we need to change the times again.

It is time for everyone to be working on the fall schedule. The division chairs are to have their first draft of the schedule ready and sent to Karen Overturf within 2 weeks. Everyone was reminded to be sure to have a good spread of classes in both the day time and evening classes to ensure flexibility for students, especially with the expansion of the nursing program, where students can get all their classes they need on one campus. We need to increase evening class offerings on all campuses and also some online classes. There was some question as to whether or not we would have both compressed video classrooms going this semester. Unless told differently by the IT department we will have both. We were also reminded that we have a large group of adjuncts that we need to be using and there is to be no more than 6 hours overload for any full-time faculty.

Judy Cannady is putting a course together to teach instructors how to teach online. DeLong has some information he wants to discuss with Scott Pinkston, IT Director before it's available for use. DeLong wants a committee to be assigned to look at the classes that will be offered online to assure that the quality of class is equal to an in-class course. He also wants them to look at ways to assure that the students that take online classes are actually ready for online classes (have the computer skills needed, self-motivated, etc.).

It was asked what the policy on whether a class would make for the fall semester would be and it was agreed that: (1) at least 8 students enrolled; (2) where it is located (campus); (3) the need for that particular class; (4) expanding course offering on other campuses.

There was some confusion on how the adjunct instructors are to be paid for the classes that they teach. Since 8 is considered a full class, if the class has less than 8 the adjunct instructor gets paid per student yet if the class is an especially large class there is no additional compensation. DeLong said that it was being looked into to see what could be done to better compensate the adjuncts.

The revision of the 2007-2008 catalog is currently in process. A draft should be ready to show everyone sometime next week for final comments or changes.

DeLong reminded everyone that the budget process needs to be completed. Everyone is to send him their budgets before sending them to finance.

Administrative Council updates: (1) April 5 there is an assessment conference at ASU-Jonesboro with Dr. Angelo as the speaker, everyone that would like to go needs to make plans now; (2) spring break is March 19-23, the campus will be open but there will be no classes; (3) the QUEST class will no longer be available. This will become a mandatory 1 hour - 8 week course for all 1st time students. Division chairs were reminded to be sure to schedule this class several times throughout the day to ensure that students can enroll at a time convenient for them. (4) On March 2 the superintendents of the area high schools will be on campus for a meeting with Dr. Johnston. (5) reminder of the Big Read activity on Monday, February 12, 2007 David Kiplin will be the guest speaker (6) Dr. Johnston, Mike DeLong, Joan Stirling, Brad Hollaway, Ruby Johnson and Kathryn Langston will be attending the NCA meeting in Chicago in April; (7) the new insurance booklet is now available online; (8) discussion of a hotline for weather closings possible.

In roundtable discussions Michael Orf reminded us that we need to advertise for the history position. Rex Whitfield reminded everyone of the “celebrate Wally” events coming up. There will be a memorial celebration on Thursday, February 15 and a concert featuring Ollabelle on February 2. Mary Ellen Hawkins asked if we are doing advisory committee meetings as a group or individually since she needs to have two each year she is going to start planning for hers soon. Also she wanted everyone to know that the library will have a Valentine’s Day coffee for faculty and staff on February 14 from 7:30 – 8:30 a.m. and Judy Cannady had fun speaking at a local T.O.P.S meeting about the Ozarka College fitness center.

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

Minutes respectfully submitted by,
Karen Overturf