

Instructional Council Meeting

Minutes of November 15, 2007

The Instructional Council met on Thursday, November 15, 2007 on 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 Judy Cannady to approve minutes as written with a second by Kathryn Langston. 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.
- Each campus has at least one copy of the CAT (Classroom Assessment Techniques) available for faculty. Division Chairs need to be sure that the adjunct instructors are aware of this so they can look it over and get a better idea of what this is about.

Scheduling—

- The printed copies of the spring and summer schedules have been folded and are being distributed. Distribution is through the various newspapers, local stores and banks.
- There was some discussion as to changing the format and/or layout. Mike DeLong will discuss this with Karla Rush and Kim Whitten before we work on the fall schedules to see what can be done.

Catalog Update—

- Please 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. Karen will email catalog with all current changes to division chairs by Friday the 16th for them to look over for any further changes that need to be made.
- Karla Rush and Kim Whitten are working on the cover for the 2008-2009 catalog.

Sick leave—

- Everyone was reminded that faculty must fill out sick leave forms when they are absent from work due to illness.

Online Evaluations—

- Mike Delong and Scott Pinkston participated in a teleconference with E-College about online evaluations. Scott will make the evaluations available to the appropriate classes.
- Remind students that this is anonymous
- E-College will send a report when done.

Administrative Council Update—

- Reminder of the New Horizon Scholarship for the GED students who score 600 or above on the GED test
- The learning lab is in the process of changes. Trio will be taking care of most of the lab however, there will be tutors or “academic coaches” available. Plans are that all 1st time full-time students will start here for counseling /advising then be directed to the appropriate program advisor.
- Reminder that open enrollment in the cafeteria plan will be November 20.

Mike DeLong handed out copies of the Professional Development form that everyone need to fill out any time they participate in professional development activity (In-service, conferences, etc.) Plans are to have the form available on the website under forms.

Roundtable—

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-

- 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.

Trish Miller-

- The Adult Ed Advisory Committee went well, lots of input

Kathryn Langston—

- They will be interviewing 4 people for the business instructor position

Michael Orf-

- Rewriting of the course objectives for the history classes is now done.

Rex Whitfield—

- Asked about changing the registration date for Mountain View to December 3 instead of December 4 so more instructors might be available to help.
- Asked about the possibility of hiring a full-time science instructor for fall

Gin Brown—

- Met with Mountain View High School about the Vocational Career Program. The Med-Pro Ed program will begin in the fall.
- Looking at the possibility of developing a craft program working with the Ozark Folk Center.
- Working with the sheriff's office on continuing education classes for jailers and deputies
- Attended the ArkAcro meeting last week
- They are doing a student success evaluation this week. The evaluations are being done by 75-100 random students.
- November 28 is the Holiday Open House at Mountain View

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

Minutes respectfully submitted by:

Karen Overturf