The Instructional Council met on Thursday, August 7 2008 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Kathryn Langston, Mary Ellen Hawkins, Michael Orf, Ruby Johnson, Gin Brown, James Spurlock, Holly Ayers, Sandra Miller sitting in for Wayne Wilson and Karen Overturf. Joining us today was Dr. Dusty Johnston.

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

Mike DeLong handed out Scantron sheets to the division chairs to share with their faculty. He will email the information needed for the chairs to order more for their divisions.

Dr. Johnston’s Comments—
- Discussed the restructuring of the Division chairs
- Advised that Administrative Council is looking at scheduling a 4 day class schedule (will still have 5 day work week)
- Would like to see more classes added after 4:30 p.m.; preferable more “in class” classes and more AA or General Education classes
- Discussed college effectiveness

Budget-Questions?—
- Kathryn asked if there was any Perkins money left for technical professional development

Advisement Follow-up—
- Everyone was reminded to continue telling faculty to reach out to students not just to wait for registration
- It was suggested that each faculty member be given a copy of all transfer classes to help them in advising

In-service follow up—
- Reminded everyone that all faculty needs to send a copy of their schedules to Mike DeLong and Karen Overturf
- Everyone was reminded to check the catalog and read carefully everything in their area and report any mistakes they find along with giving corrections

Schedule—
- Another reminder to try to schedule more evening and online classes
- Discussed a Monday/Wednesday and Tuesday/Thursday schedule
- Would Friday/Saturday classes be an option
- Reminded that there is a process for getting online classes approved
- Reminded that anyone teaching an online class must take Judy Cannady’s class for online teaching
• Discussed the possibility of some new programs: health care, small engine repair, welding or social work were a few suggestions

Administrative Council Update—

• The construction at Ash Flat is completed
• Open house for the new building at Ash Flat is September 8 from 12-2 p.m.
• Emerson Drive concert on September 26
• Golf Tournament at Melbourne is September 27

Roundtable—

Mary Ellen Hawkins—
• working with ICARE by displaying photos of pets that need to be adopted in hopes of finding homes for them

Ruby Johnson—
• Capping and pinning scheduled for 6:00 this evening at Ash Flat (17 students) and tomorrow evening at Mountain View (12 students).
• There are 18 new nursing students in Ash Flat, 15 in Mountain View, and 19 in Melbourne for the fall semester

Sandra Miller—
• Revamping class schedules in GED department. They are planning to have 2 days in both Ash Flat and Mountain View.
• GED Department is having their semester advisory meeting today.

Kathryn Langston—
• Business department has already broken record for head count this semester.
• Would like to advertise about the certificate of efficiency programs

Gin Brown—
• Busy registering, testing, etc. all the new students.
• Enrollment is up in Mountain View but space is limited.
• Suggested that we may need to look at the pony express for the fall semester, there may be a problem with so many of the faculty not traveling between campuses as before.

James Spurlock—
• Reports that the cleaning crew has done the final cleanup on new building.
• Bruce Dietsche and Judy Cannady will be on Ash Flat campus full-time.
• Enrollment looking good-looking to beat record
• Would like to have a Geology class taught at Ash Flat in the spring
Holly Ayers—
• Trying to catch up and learn duties as Division Chair
• Working on changing the College Success class
• Reported that Clara Ballard will be teaching more of the fitness classes now
• Reminded us of the 60+ and Healthy Eating Everyday classes that are being taught at the fitness center
• Reminded everyone that all first time full-time students must take College Success

Karen Overturf—
• Reminded Division Chairs to send updated information on all adjunct faculty in their area

Mike DeLong—
• Reminder that the orientation for online classes will be held on all 3 campuses this semester
• Looking at capping online classes to 20 students, no exceptions, will open another section if necessary
• Reminder that IC meeting will be the 1st and 3rd Thursdays of each month

There being no further business the meeting was adjourned at 10:00 a.m.

Minutes respectfully submitted by:

Karen Overturf