

## **Instructional Council Meeting**

### Minutes of August 23, 2007

The Instructional Council met on Thursday, August 23, 2007 on the Ozarka College campus in Melbourne. Members present were Mike DeLong, Kathryn Langston, Judy Cannady, Mary Ellen Hawkins, Michael Orf, Wayne Wilson, Rex Whitfield and Karen Overturf. Those absent were Gin Brown, Ruby Johnson and James Spurlock.

Mike DeLong called the meeting to order at 8:30 a.m. Minutes of the last meeting were read and approved as written.

Division Chairs were reminded that the classroom evaluations from the spring semester were available and needed to be picked up.

Book orders—please check the ISBN numbers when ordering books, there have been some problems with them this semester. Please be sure to pass this information on to the adjunct faculty.

Everyone was reminded of the AATYC Conference in October and if they planned to attend they needed to let Karen know so she can make arrangements.

There was some discussion about the new concurrent enrollment policy made by the state. ADHE policy now reads we must join NACEP and go through accreditation and we cannot pay teachers if the class is during their normal daytime hours. Some of the high school principals aren't happy with this but are working with us.

Assessment—Matrix of Student Learning and Instructional Assessment- Karla is in charge of the committee that will be gathering information for assessment. Mike DeLong suggested that everyone use the assessment form that Ruby Johnson had shared with us a few weeks ago. Wayne Wilson asked about some type of assessment for Adult Ed. FYI- Dr. Johnston is now a site visitor for NCA.

Online Course Matrix- Judy Cannady has developed an online class for instructors wanting to teach online. New courses offered online will have to meet certain guidelines that the Online Course Development Committee will evaluate.

There was some discussion about faculty overload pay—there were some concerns about the formula used. There were also some concerns that if a class is allowed to make then the adjunct instructor should get paid for a full class instead of per student.

Starting in the fall 2007 semester we will be using the SIR II evaluations for both in class and online classes. Evaluation forms have been ordered and should be here soon.

Dr. Johnston met with us to share a draft of the “Governance through Committees”. This will put all committee information in one booklet. There will be four faculty committees that will be

made up of faculty members and appointed by faculty. There will be more information at a later date.

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

Minutes respectfully submitted by,  
Karen Overturf