

o-Chairs Committee Meeting Minutes

Tuesday, May 7, 2013 12:00—2:00 WD 407 (approved at 6/21/13 meeting)

Committee Members Name

Ann Palazzo

April Magoteaux, Co-chair Jack Popavich

Eric Neubauer Antoinette Perkins

Tracy Little Nancy Pine Judith Dann

Adam Keller Amy DeLorenzo

Jackie Teny-Miller

Lisa Briggs Deb Dyer

Adele Wright

Amy DiBlasi Becky Mobley

Division

Arts & Sciences Career & Tech

Career & Tech Arts & Sciences Career & Tech

Arts & Sciences Arts & Sciences Arts & Sciences Arts & Sciences Career & Tech

Career & Tech

Career & Tech Career & Tech

Career & Tech

Career & Tech Arts & Sciences

Program

English

Nursing

Financial Management

Social Sciences

Sports and Exercise Studies Social Sciences

English

Humanities

Biological and Physical Sciences Human Service

Mental Health/Chem Dep/Retardation

Business Office Applications Engineering Technology

Mechanical Engineering Technology

Business Office Applications Social Sciences

Also present: Darrell Minor, Tom Erney, Joel Nelson, Jack Cooley

A motion was made by Antoinette to approve minutes from the last meeting. Jackie Teny-Miller seconded.

Introductions of new and existing members were made.

Becky Mobley presented items from the Honors Committee for approval.

The committee developed Honors program admission guidelines: Incoming eligibility requirements for students are listed as 3.5 GPA or 25 or greater ACT or 1150 on the SAT test. Current students with 15 hours of college coursework or those nominated by CSCC faculty members may also apply.

Becky outlined the admissions process. Cohorts would be limited to 50 students. There is to be no differentiation between programs. GECs will be offered. Becky outlined advantages of the program and other benefits for the students, including transfer and scholarship money. Jack Popovich asked which courses would initially be offered.

Becky replied that eight to ten courses were slated, including English 1100, Math 1150, Sociology 1101, as well as introductory History and Philosophy courses. Currently no Career & Tech courses are being offered, though the committee is pleased to entertain proposals for C&T courses. Eventually any course will be eligible to be added to the program, but currently the focus is on high enrollment GEC courses.

Jack Popovich asked whether there would always be cohorts, and Becky replied that it depends on how successful the program is. Jack asked how the new Honors courses differ from the former Honors courses. Becky indicated that in the past, there were Honors courses but no coordinated program or system of support for the courses. An H will appear on students' transcripts.

Deb Dyer moved to approve the eligibility requirements, Judy Dann seconded, and all approved.

Becky then presented Approval Procedures for Honors courses. Faculty may seek Honors status for existing courses, but they are required to complete proposal forms. Training will be needed in aiding faculty to create proposals that demonstrate understanding of the nature of Honors courses, which differ qualitatively from non-Honors courses. Enhanced critical thinking, in-depth research, and other elements are expected in Honors courses — an Honors course does not simply require an additional book or more work. The proposal should address how the goals would be achieved and outline ways in which depth and breadth will be increased. Initially proposals will be reviewed by department curriculum committees or program coordinators. Once approved by the department/program, the proposal is sent to the Division Honors Committee. Currently there is no Career & Tech

Division Honors Committee. A committee will need to be formed. They will assess whether the proposal matches NCHC guidelines. After that, it will go to the office of Academic Affairs committee.

Becky added that the committee is not taking any proposals for new courses (that do not currently exist). Deb Dyer asserted that the committee should rigorously review the new courses when the time comes. NOTE: Any new course must go through the approved curriculum process in the future. Becky agreed to put in bold on the forms that the new courses should be reviewed carefully. The Honors Committee requested to know whether or not the Curriculum OAA Committee would need to be involved in the review of existing courses, and was told that they should be kept apprised for informational purposes only — no separate review is needed.

Jackie Teny-Miller mentioned that program coordinators and lead teachers might need to be involved in the proposal process. There was some discussion about how to involve Career and Tech program coordinators in the review process. It was agreed that at the department level, courses proposed by “full-time tenure track faculty [could be] reviewed by department or program curriculum committee.”

Jack Popovich made a motion to approve the process with amendments discussed, Judith Dann seconded. All voted in favor of the second item.

The remaining items were then approved with amendments.

Ann Palazzo introduced the next item on the agenda regarding the creation of a college-wide D-L Mentorship Committee (or Team), as proposed by the Distance Learning Student Success Task Force. A Peer mentoring committee needs to be established for the college for departments too small to have their own departmental mentors. The Faculty Fellows would guide these teams. Amy DiBlasi wanted to note (as a correction) that the Student Support OAA committee didn't review this item. Instructional success actually approved this. Darrell noted that a correction would be made to the form before being forwarded. Jack Popovich wished to have clarification about the mission of the committee, and Ann said that the Faculty Fellows will be responsible for shaping the work of the Committee. Jackie Teny-Miller motioned to approve this recommendation and Tracy Little seconded. Eric Neubauer wanted to clarify that this committee does not replace the work of departmental lead instructors of distance learning, and Ann Palazzo confirmed this point. All voted in favor of the recommendation.

Tom Erney and Joel Nelson from the DEIS (Distance Education Instructional Support) presented the iPad pilot. Tom would like to have faculty pilot the use of iPads. Faculty will be supplied with a series of applications that will support functions related to OAA committees. Joel has worked on identifying tools that lend themselves to educational use. Beyond D-L, the iPad also has a work app that they would like to explore. Training would also be supplied, and faculty would then give feedback on the apps. Antoinette Perkins asked how long faculty would be allowed to use the iPads and Tom said the initiative is ongoing. When faculty are given the iPads, they are expected to personalize

them. Anything that helps faculty perform should be provided. The pilot will start for a year, and if this works, it will proceed forward into the future. Antoinette mentioned the possibility of a future grant, and Tom agreed that this has potential for a grant. Faculty are encouraged to identify apps that are useful tools; training will be available.

Joel presented Agendas—wireless agendas that can be collaboratively edited. He showed how this app allows participants to respond to polls within electronically shared agendas. Then items can be created and the agenda can be sent as a pdf or it can be printed. Tom mentioned that users utilize such polls as a benchmark (poll) to determine how much time should be spent focusing on particular issues. Joel added that notes can also be made in the agenda appl. Jack Popovich asked whether notes would be made public. Joel replied that another app can be used for those notes. Minutes will always be attached to a specific agenda. Antoinette asked whether voting can be anonymous? Joel said that it is anonymous but process of elimination can be used to identify usage. Antoinette noted that the app allows users to vote in real time if they aren't at the meeting.

Joel presented Bump: documents can be shared when the iPads are bumped together. This takes some setup but DEIS can assist. Adam Keller questioned the degree of

difficulty, and Joes said about an eight. Bump can also transfer files from Mac to iPad. The app is all about collaboration.

Joel also presented CamScanner, which allows an iPad to be a scanner, Conference Pad, in which users receive the presentation on each iPad (multiple devices). Joel explained that the iPad can also be presented in Webex format. Jackie asked whether a special cord would be needed, and Joel replied all that's missing is the white adapter. Tom hopes to have cords widely available on campus (so that faculty could be untethered).

Joel also briefly reviewed Dictionary.com, Dragon Dictation, DualBrowser and Jump Desktop. This allows owners to access their computer from their iPad, iPhone, iPod Touch. Jackie asked if those piloting can use their own iPad? Joel said yes, they can roll it into their own management of apps and provide the same apps.

Joel presented Quickoffice Pro HD: Essentially this gives you your office suite on your iPad. You can create or open any of those documents. It also allows users to take a file, drag it to the email solution, and attach to an email.

Notability: Supports all your note-taking needs. Joel and Adam feel that it's the best note-taking app they've seen. Allows handwritten notes, highlighting and audio recording. It will sync the audio with the notetaking. It can open a browser and also cut and paste from the internet.

Then when we get together after the semester and choose an app for a deep dive. Apps would go back to DEIS.

iPads may be ready for pick up by next week. Joel will contact faculty members.

April presented proposed changes to Policy No. 5-08 regarding Reverse Transfer credit. Antoinette asked whether CSCC would still get success credit and was told that this was the case. Darrell asserted that most colleges are also implementing a similar change in policy. Eric Neubauer asked what are the degree requirements, and Darrell said from 23 hours to 20 hours being required at Columbus State. Eric's concern is that reducing the number of hours students need to take here may be detrimental. He also wondered whether there are mechanisms in place so that students can be informed about their Associates Degree opportunities at CSCC. Darrell confirmed that the college is already identifying a number of students who would benefit from this change. There are some FERPA issues, but this is something that needs to be resolved by all the colleges. This would also help students who INTENDED to get a four-year degree, they at least receive an A.S. Students no longer have to petition to graduate. Amy DiBlasi noted that some students may not want a degree because of financial aid situations. Darrell agreed that this is a legitimate concern. Dr. Cooley agrees that a change in the wording should be considered for clarification. Dr. Cooley confirmed that the college is not allowed to graduate students without their consent. Records and registration completes the forms. Dr. Cooley noted that the OBOR stated that FERPA requirements state that we can

contact them but we can't award degrees. This item will be tabled until clarification is made.

Academic Calendar: Revisions to the existing policy regarding the Academic Calendar Committee were presented by Darrell on behalf of the Policy Council. There were no questions about the nature of the revisions. Jack Popovich made a Motion to Approve and Adele Wright Seconded. All voted to approve.

Adele Wright presented Assessment Committee software requests, specifically a three-year license for Tk20's CampusWide IRD (Institutional Research) which would eliminate paper waste. The primary purpose for the purchase would be for collecting, analyzing, and reporting assessment data and results.

Many vendors are set up so that students buy an account and submit work via the account. The college did not want this system. The college needs to be able to track the data by student, but without student accounts. This work was narrowed down to two viable options. One option became very clearly the best choice (due to expense) and was presented to Jack Cooley. Faculty and staff would need to populate the account with lots of information—much upfront work for the system to be ready to use. Also some pilot programs that would start on small scale. Eric Neubauer asked what the downsides of the system might be, and Judy/Adele indicated that compatibility is an issue. None of the systems 'talk' to Blackboard, but the Blackboard version or module was too expensive and didn't offer the curriculum information they wanted. Deb noted that down the road, customized scripts can be created. Curriculum and Assessment Committees have already voted yes on this request.

Antoinette made a Motion to Approve, and Amy seconded. All were in favor.

Jack Cooley provided some updates regarding the structure of the college. In the past, there were some issues with the faculty governance system but this new Faculty Council structure has been accepted and the college will be much healthier in the long run and there will be better decision-making.

Regarding budgets moving forward for 2014. First, priority for technology comes out of instructional success of departments. The software request presented will be accepted, though implementation will be complicated. But it is a very high priority for the division. There has been some conflict and growth as the college has moved forward in restructuring. Three or four more deans are needed to strengthen the programs. One of Dr. Cooley's primary concerns was faculty leadership at two levels (faculty governance in terms of policy but also equally important, at the program level). Program Chairs makes sense. Dr. Cooley says the college will modify to fewer departments. Then have two divisions in the C&T and then pick out a number of programs in Career & Tech to build up programs and identify special needs particularly in the community. A couple are IT. Faculty have not been able to map the way the program would unfold. Arts and Sciences build up STEM and something in the Social and Behavioral Sciences. Arts and Sciences will stay the same. Some changes will take place with the Medical and Health.

Dr. Cooley requests that a group of colleagues meet with him to discuss which departments would be in which division. Later on there will be discussions about the programs in Arts & Sciences. Identify faculty who are interested to Darrell.

The college is about to sign a transfer agreement with Miami University. One of the things that has specifically emerged is the Pathways to Prosperity. Grades 10-14 having pathways for Career and Technical areas. 60% of the new jobs in the emerging economy will require more than a high school diploma but less than a four year degree. We need to reach back into the high schools and be mindful about how to reach those students. We need good academic plans for our students and bring in advising. Dr. Cooley wants us to focus on building those pathways. Think about success of alignment with the right programs and courses. Advising needs to represent the academic programs with greater functionality. Dr. Cooley says advisors would be more associated with programs.

Meeting adjourned at 2:15. Respectfully, Ann Palazzo, Co-Chair