

## OAA Co-Chairs Meeting

Second Meeting of Spring Semester, February 28, 2013 WD-205 10:00 - 12:00 Noon  
Minutes approved at April 5, 2013 meeting

In attendance: Judy Anderson, Crystal Clark, Amy DiBlasi, Judith Dann, Deb Dyer, Scott Laslo, Tracy Little, April Magoteaux, Becky Mobley, Eric Neubauer, Antoinette Perkins, Gilberto Serrano, Jackie Teny-Miller, Adele Wright.

Ex-Officio: Darrell Minor (OAA Faculty Committees Coordinator); Adam Keller (CSEA)

Guests: Byron McClenney (Achieving the Dream Leadership Coach); Bruce McComb (Achieving the Dream Data Coach); Mary Ellen Tancred (Co-Chair, AtD Leadership Team); TJ Duda (Co-Chair, AtD Leadership Team).

### I. Approval of Minutes

Meeting minutes from February 1, with revisions, were reviewed.

Motion to approve: Deb Dyer. Second: Antoinette Perkins. The motion carried.  
The approved minutes will be posted to the Blackboard site.

### II. Byron McClenney and Bruce McComb – Achieving the Dream (AtD)

Achieving the Dream is a national organization that collects and analyzes data for students enrolled in community colleges, towards the goal of developing creative ways to improve student success. Measuring student success is becoming an increasingly important trend for funding higher education.

Examples of successful initiatives include:

- • “Boot camp” training for students preparing for COMPASS testing.
- • Mandatory student orientation
- • Early Alert systems (such as Starfish)
- • Supplemental Instruction
- • Learning Communities
- • Public transit partnerships for student commuters.
- • Student recruitment
- • Emporium model for remedial mathematics and English
- • Bridge courses
- • Embedded advisors
- • Enrollment in sequential courses over consecutive semesters
- • Incentives for completion
- • Reverse transfer – students completing courses toward Associate’s degree

requirements at another institution retroactively awarded the degree.

Byron and Bruce shared information about Achieving the Dream, its goals as an organization, and Columbus State's involvement in AtD. Immediately prior to this meeting, Byron and Bruce met with several members of the Instructional Success and the Student Support committees, and had good discussions with them.

MaryEllen Tancred and TJ Duda introduced themselves to the OAA Co-Chairs, and shared information about their roles as co-chairs of the AtD Leadership Team. They expressed a desire to get faculty participation in AtD to drive the process, and are hopeful that the OAA Committees will be significantly involved in the various initiatives that may be related to AtD.

### III. Announcements

1. Ohio higher education funding model – formerly 100% enrollment-based.
  - Previous goal was to phase in 80% enrollment-based/20% success-based.  
  
Currently at 90% enrollment-based/10% success-based.
  - Funding for this year will be 50% enrollment-based/25% completion-based/25%  
  
success-based.
  - Next year's funding is still being defined; to be 0% enrollment-based/100%  
  
success-based.
2. Udacity is a MOOC provider interested in partnering with Columbus State. Representatives met on campus January 29th with faculty and administrators.
  - Some faculty expressed interest, however there are a number of issues to be  
  
negotiated.  
  
• Coursera has evidently also contacted Columbus State.
3. In an effort to address concerns about incorrect placement for English and/or math classes, interest has been expressed to explore products other than COMPASS. This concern may work its way to an OAA Committee.
4. In response to a question from our last OAA Co-Chairs meeting, an approved default shell is being made available for faculty viewing in Blackboard, as advised by Tom Erney.
5. The college is reviewing the grants process, and may ultimately involve faculty more directly. Watch for more information.

6. Faculty emeritus status nominations must be submitted, by department chairpersons to Dr. Cooley, by August 1 each year, beginning 2013 -2014 academic year. Going forward, the Board of Trustees will confer emeritus status on retirees only once each year, at the September board meeting.
7. Spring 2013 enrollment numbers (as of 2/18/13):
  - Total College Headcount – 25,449
  - Delaware Campus Headcount – 1,300
  - Total College Credit Hours – 223,316.50

• Average Credit Hours Per Student – 8.78

H. Enrollment Management Task Force – Jack has asked for a faculty representative from the OAA Committees (not necessarily a co-chair).

- CSEA will also appoint a faculty member, and we will coordinate one faculty member appointment for each division.
- The task force meets every Wednesday at 1:00.
- Please solicit volunteers from your committee.

#### IV. Items from Student Support Committee

1. Late Registration Fee/Exceptions
  - Committee recommendation to change the late registration fee to \$50 (currently \$100)
  - Change the deadline for on-time registration to 5 days prior to the start of the term (currently 2 weeks prior to the start of the term)
  - Additional exceptions or waivers to the late registration fee:
    - If student transfer to other institution and discovers institution's requirements have not been fully met.
    - If student is unable to register based upon revised assessment.
    - If a verified financial aid error occurs

Motion to approve: Antoinette Perkins; Second: Gilberto Serrano.  
The motion carried.

2. WaitList

The committee recommends that the College implement the Wait List option to the Colleague system. The committee understands that Wait List is a feature that has to be applied to all courses since it is a college-wide application in Colleague. Therefore, if a department wants to exclude some or all of its courses, the department will need to complete the process.

Implementing the Wait List feature at Columbus State would prove beneficial to students as well as faculty and academic advisors. At the present time, current and new students who wish to register for a seat in a full section are advised to watch the semester schedule daily and/or try to register beginning at 12:01 AM following the drop for non-payment date. This is a first-come first-served process that enables new students to register for a course that current students may need to complete their certificate or degree requirements. This system does not support the College's student success and degree completion initiatives since current students who are closed out of classes have to wait until the next term (or later) to continue pursuing their educational goals.

The Wait List option will also alleviate the amount of faculty and academic advising that is required. Currently, faculty and advisors receive numerous e-mails from

students requesting advice because they were closed out of required courses. As indicated above, these students are advised to check for open seats daily and/or wait for the drop for non-payment date. To provide additional assistance during the registration period, faculty members also check current enrollments on a daily basis, evaluate class sizes, and contact other faculty to inquire about possible failures in current pre-requisite courses. Unfortunately, due to the current first-come first-served system, their efforts do not ensure that the students who most need the courses are given priority. The Wait List option will provide a more equitable process, enabling students to continue in their chosen field in a more consistent and time-efficient manner.

This item was tabled until the next meeting.

#### ACTION:

Amy and Eric will find out answers to the following questions.

- If the Wait List "Off" option is selected, does it permanently affect the course? Or will the request need to be made each semester?
- What is the deadline date for the student to re-confirm that s/he wants to remain on the Wait List?

- Who is the contact person for determining whether the Wait List should be On, Off, or not implemented?
- Will a Late Registration Fee be charged to students who are accepted into a class from the Wait List?

### C. Distance Learning Student Success Task Force recommendations

The Student Support Committee recommends approval of the following recommendations to support improved faculty development of those teaching distance learning courses.

Recommendations:

- • Each department is to be required to assemble a Peer Mentoring Committee, consisting of tenured faculty, in conjunction with the staff of the ITDL, to train and mentor all distance learning faculty (tenure-track and adjunct) within the department. Additionally, consistent records of completion of the required training are to be maintained by the chair and distance learning lead faculty within the department.
- • Every faculty member is required to complete, at a minimum, “BB9 101 Getting Started with Blackboard” to gain the basic skills in navigating Blackboard and its features.
- • Additional sessions should be added to the new faculty orientation agenda to include stronger emphasis on effectively teaching distance learning courses. This is to append the Proposal for Faculty Orientation & Training developed written by

Rich James and reviewed by the OAA Faculty Entry, Training & Professional Development Committee.

This item was tabled until the next OAA Co-Chairs meeting.

ACTION:

- Waiting for Tom Erney’s review and response.

### V. Items From Curriculum Committee

#### A. COLS 1100 Curriculum

Rationale:

The curriculum and course materials provided did not reflect traditional classroom structure. Faculty reported to the OAA Curriculum Committee that topics did not clearly follow the structure of the textbook and that the syllabus was disjointed.

In the agreement for the approval of the COLS 1100 course, it stated that the course will be developed by Faculty. While the OAA Curriculum Committee is aware that faculty worked on a task force to develop the course, we are not confident that the final documents and syllabus accurately reflected faculty input. Specifically the syllabus and readings were not presented in a consistent and logical way to be best utilized in the classroom, or that allowed for construction of lectures and presentations that reflected course content.

Recommendation:

To ensure that the content is developed and maintained by Faculty; there will be established a standing Faculty Committee with equal representation from A+S and C+T, along with one member from the OAA Curriculum Committee, hereby referred to as COLS1100 Faculty Oversight Committee. The COLS1100 Faculty Oversight Committee will also be responsible for, and have the corresponding authority, for the COLS1100 curriculum, content and continual improvement review. The COLS1100 Faculty Oversight Committee will direct Advising in the implementation of the COLS1100 course content.

This item was tabled until the next OAA Co-Chairs meeting.

#### B. COLS 1100 Textbook

Rationale:

Faculty were told the textbook cost would be \$20. In reality it is approximately \$60, a significant price difference and an unnecessary burden upon the student. Furthermore, all necessary materials can be obtained online and posted on Blackboard. Not only will this save the student \$60, it will allow the COLS1100 Faculty Oversight Committee to be more responsive with the curriculum materials. It will also encourage more interactive assignments in preparations for future classes.

Recommendation:

C.

No textbook be required.

Motion to approve: April Magoteaux; Second: Eric Neubauer.

The motion carried.

COLS 1100 Staffing

Rationale:

Part of the course approval process through the OAA Curriculum committee contained the agreement that Full-time faculty have first right of refusal to teach the course, within a reasonable number of sections. We are not confident that this is being adhered to.

Recommendation:

We recommend that the COLS1100 Faculty Oversight Committee present the algorithm to be used to determine COLS1100 staffing to the OAA Chairs for approval.

Motion to approve: Amy DiBlasi; Second: Eric Neubauer. The motion carried.

Definition of "Attendance"

The Committee recommends that based upon faculty input and consensus, the department/program has the authority and responsibility to define attendance policies.

Motion to approve: Eric Neubauer; Second: Jackie Teny-Miller. The motion carried.

Use of Extra Credit

The Committee recommends that based upon faculty input and consensus, the department/program has the authority and responsibility to define policies related to extra credit and research participation

Motion to approve: Antoinette Perkins; Second: April Magoteaux. The motion carried.

D.

E.

VI. Committee Updates

No reports given.

Adjournment: The meeting adjourned 12:15 PM

Next Meeting: Friday, April 5 from 10 a.m.-12 p.m. in WD-404 Recorder: Ann Wenger