

Academic Council Co-Chairs Meeting
January 31, 2014 10:00am-12:00pm
WD 407
Unapproved Minutes

Meeting called to order at 10:03 AM

Committee members present: Tracy Little, Eric Neubauer, Deb Dyer, Alesa Mansfield, Adele Wright, Lisa Briggs, Nancy Pine, Jack Popovich, Amy DiBlasi, Judith Anderson, Jackie Teny-Miller, Antoinette Perkins, Gilberto Serrano, Ann Palazzo, Adam Keller, Amy DeLorenzo

Ex-Officio: Tracy Little

Guest: Rich James

Approval of minutes from November 22, 2013 Academic Council meeting
Motion to approve: Deb Dyer, seconded by Jack Popovich. Approved.

1. FETPD Item: Distinguished Teaching Award Portfolio Guidelines

Jackie Teny-Miller shared the guidelines that the committee is recommending as outlined below. The guidelines provide more clarification on the guidelines for submitting a DTA portfolio.

Motion to approve: Antoinette Perkins, seconded by Gilberto Serrano. Approved.

Distinguished Teaching Award Nomination

Portfolio Guidelines

DUE DATE: Delivered to the Human Resources Department the fifth Friday of Spring Semester by 4:30pm of the academic year nominated.

FORMAT: One Three Ring Binder

- No larger than 2 inches
- Name on front and sides.
- Tabs with the following sections:
 - Teaching Philosophy
 - Courses Taught
 - Course Units of Instruction
 - Grade Spreadsheets
 - Course Evaluations
 - Assessment Examples
 - Other Documentation of Teaching Excellence

CONTENT OF EACH SECTION**:

Teaching Philosophy - Narrative outlining your teaching philosophy.

Courses Taught - List of courses taught over the past two years including:

- Course Name and Number
- Semester Taught

Course Units of Instruction - Two examples of Course Syllabi from the past two years

demonstrating:

- Course Description
- Learning Outcomes
- Methods of Instruction
- Grading Weight
- Assignments
- Unit of Instruction (Over the term taught)
- **Note:** It is not necessary to include college or department policies standard to all course syllabi.

Grade Spreadsheets - Two spreadsheets of grades awarded for any two courses from the past two years. Spreadsheets should include:

- Course Name and Number
- Semester Taught
- Instructor Name
- Assignment Weights
- Individual Student Assignment Points Awarded
- Final Letter Grades Awarded
- **Note:** Please redact student names or other private information.

2. CCSSE Data Report Presentation by Rich James

Rich shared some findings and provided recommendations to faculty regarding how to study and interpret the faculty and survey responses found in the CCSSE and CCFSSSE reports. Faculty are asked to study the results to determine how the information can inform our work. Documentation included a PowerPoint and handouts related to the seven interesting findings that can jumpstart a faculty members exploration in to the report data and the Benchmarks for Effective Practice. Items highlighted included:

- Student questions were based on college experience while faculty questions were course specific.
- Based on the survey results, the college scored the lowest in engagement scores in the following areas:
 - Student working with classmates outside of class
 - Students completing a class presentation
 - Students completed a community-based project.

- The group discussed that the numbers may not be a true reflection since students who answered that they never completed the above or sometimes did were lumped into the same group.
- Part-time students appear to have lower engagement scores than full-time.
- As compared to faculty, students believe it is less likely that being academically unprepared for college will result in students withdrawing from classes.
- 20% of our students are not currently working

Faculty are being asked to review the CCSSE results and answer questions as they pertain to their individual areas. Rich provided the form and said it is also available on the website. He will provide Tracy with electronic copies of all of today's handouts.

3. PLA Ad Hoc Committee Report

The co-chairs were provided with the following information from Crystal Clark. Since Crystal was unable to attend the meeting today, the committee decided to table the issue until the next meeting so Crystal will have the opportunity to elaborate on the information.

Prior Learning Assessment Ad Hoc Committee on pre-PLA State Summary Report
Ad hoc committee

Shane Bendele

Rick Bartlett

Bill Highley

Andy Rezin (an advising member)

Adele Wright (a contributing member)

Lisa Schneider, Interim Dean of Arts and Sciences, serves on the OBR Task Force and forwarded a 47-page pre-PLA State summary requesting feedback by November 22, 2013 (final draft deadline December 23rd). The committee forwarded the following to PLA Network member Patty Klein.

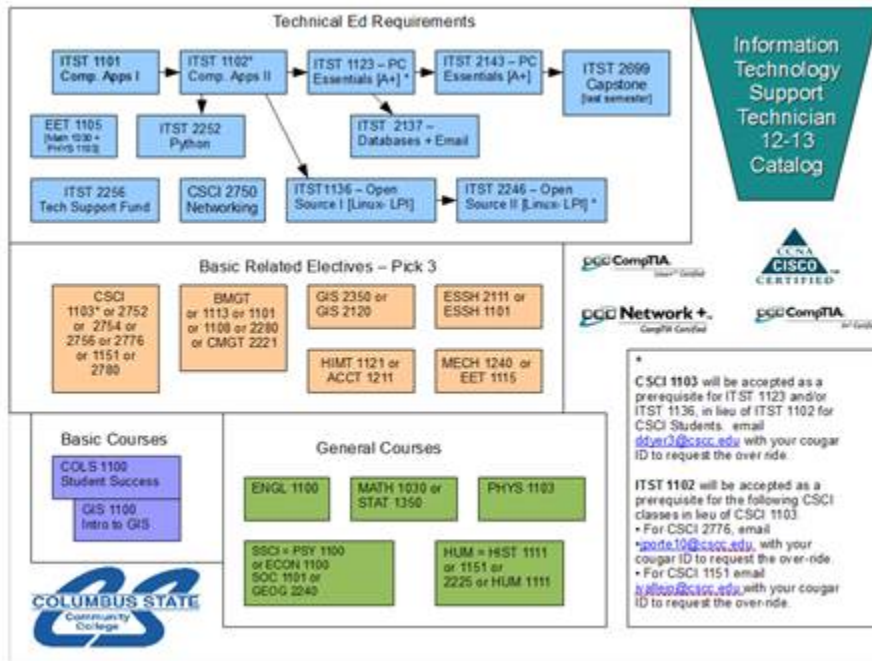
Concerns/feedback for the PLA

1. More clearly differentiate between "life experience" and "learning." The terms appear to be used interchangeably, but the document suggests credit will be awarded for learning rather than experience.
2. At the state level we are having problems holding the TAG review panels together. Another panel or committee at the state level that addresses a similar task would also be difficult over time. The state should incorporate the existing TAG panels as much as possible into the PLA process.
3. Tracking of PLA credit awarded students success rates in subsequent classes should be part of the plan. For instance, are students awarded credit for Accounting I passing Accounting II at normal rates?
4. Consider duplicating the Tennessee model.

5. Consider implementing a pilot program consisting of a credit equivalency exam developed by faculty from several colleges and universities. Consider, also, a collaboration on such an exam with the appropriate military departments. Such collaboration gives Ohio a better chance to have our returning veterans stay in Ohio colleges and universities.

4. Curriculum Committee Items

- a. Deb Dyer shared the flowchart she created and uses for advising students instead of the plan of study required by the college because she believes this document better serves the student. The flowchart is shown below and includes prerequisite courses as well courses grouped by designation. Adele Wright also created a flowchart for her program and Proposed solution - Make a Program flow charts.



- b. Dual Enrollment Advisory Committee – The committee discussed issues related to Dual Enrollment (listed below) and the group recommended that a new OAA Committee for Dual Enrollment be created. (Motion-Adele Wright, Second-Deb Dyer, Approved.)
- College’s purpose in increasing the DE participation
 - Lack of understanding and communication regarding DE
 - How we attain/maintain quality instruction in DE
 - Plans for sharing best practices
 - Faculty oversight
 - Current status and plans for DE

5. Updates

1. SEM Committee
 - a. Tracy Little, Jack Popovich, Eric Neubauer representing faculty on the committee.
 - b. Jack – Marty Maliwesky reported that historically there has been a 15-17% decrease in enrollment on the drop date. Spring semester was 18%; we got most of these enrollments back; however, half were brand new students.
 - c. Jack – from this point forward, enrollment numbers will be shared on a weekly basis with deans only
2. Academic Calendar: Wed Start Date and Monday courses

Tracy – met with Marty Maliwesky and Mabel Freeman to discuss the reasons our committee voted against the calendar and what suggestions we have for improvement. They also wanted to know if we prefer a Monday or Wednesday start. Issues regarding a M/W start date include adding a required orientation, missing certain days of the week due to holidays.
3. Student Success Council Call for Proposals

Tracy - reminder that the council is accepting proposals to fund special projects focused on improving student success
4. Reassigned Time Form

Verified that all co-chairs received their three hours of reassigned time (or contacted their chairs); group discussed that we are unable to view our entire contracts during the approval process; Judith Anderson volunteered to study this issue along with her committee, Faculty Entry, Training, and Professional Development.
5. Governance Feedback

Tracy – reminder that Ingrid Emch continues to seek feedback from her presentation last year
6. Program Review

Adele – Deb, Alesa, and Adele met with Polly to discuss the requirements for program reviews. Updates as follows:

 - i. The HLC is requiring the reviews.
 - ii. It is possible that programs who already have rigorous accreditations requirements will not have to complete this review.
 - iii. Currently there is a lack of data; until the Data Warehouse is working, we are not required to complete the review.
 - iv. It is not clear how this report will affect the need to also complete the current required Validation Report.
 - v. Group emphasized that the program review will be time consuming and reassigned time should be provided.
7. Division and Program Reorganization
 1. Tracy – as presented in Jack Cooley’s e-mail, the college is moving to three deans instead of two as well as reorganizing some departments and moving Paralegal from C&T to A&S.
 2. Antoinette – athletics is moving under academics as the college moves to a Division III school where only academic scholarships will be offered. This moves our focus to student success as well as supporting students within our community.
8. Tenure and Promotion Process Committee

Antoinette and Gilberto – a recommendation will be made to the union to decrease the number of required categories (Service, Teaching, Scholarship/Professional Development) to three with a time frame of four years. The new categories are a better match for both A&S and C&T faculty.

Meeting adjourned at 12:11 PM

Respectfully submitted by Amy DiBlasi

Next meeting scheduled for February 28 from 10-noon in CT 107