

OAA Co-Chairs Meeting

First Meeting of Spring Semester, February 1, 2013 WD-354 2:30-4:30

APPROVED MINUTES

In attendance: April Magoteaux, Becky Mobley, Mary Insabella, Jackie Teny-Miller, Tracy Little, Gilberto Serrano, Antoinette Perkins, Judy Anderson, Eric Neubauer, Nancy Pine, Scot Laslo, Kent Fisher, Amy DiBlasi, Jack Popovich, Adele Wright, Lisa Briggs & Deb Dyer.

Ex-Officio: Darrell Minor

Guests: Karen Muir, Marty Maliwesky & Aletha Shipley

I. Approval of Minutes

The minutes from the meeting on November 27 were reviewed and approved. The approved minutes will be posted to the Blackboard site.

II. Announcements

1. Darrell announced that the OAA Committee recommendations regarding course shells for Blackboard have been approved by Dr. Cooley, and are now in effect. An email will be going out next week to notify everyone of the new measures. Darrell will speak to Tom Erney to see if the shell can be made available on Blackboard.
2. OAA Committee recommendations regarding Policy 5-02 "Faculty Tenure" were approved by the Board of Trustees at the Jan 24 meeting and are now in effect.
3. Darrell asked the Co-Chairs to let him know if there are any updates to the Blackboard site about their committee that need to be made.
4. Darrell is working with the Governance Committee regarding recommendations on OAA Committee memberships. Darrell asked if the Co-Chair Committee wanted to make recommendations, or Darrell has his own views that he can share with President Harrison & Dr. Cooley. After discussion it was decided that the Governance Committee would be invited to attend a future Co-Chair meeting.

ACTION: Darrell will contact Paul Carringer, Chair of the Committee and invite him to attend.

III. Items from Tenure & Promotion Process Committee A. Faculty Self-Appraisal Form

The Tenure and Promotion Process Committee Co-Chairs presented their recommendation of the change to the annual faculty self-appraisal form. The Committee has added a section regarding the two unscheduled workdays. As per the faculty contract, these days had to be documented somewhere. Antoinette explained that faculty will be asked to identify which professional activities were performed during these two

unscheduled work days. Eric asked if faculty are required to complete this section. Antoinette responded that it is a required section.

Jack Popovich motioned to approve the change and Deb Dyer seconded the motion.

A vote was taken to approve the change: AYES: 17; NAYS: 1
The change to the Annual Faculty Self-appraisal Form was approved.

B. Term of Service on College Promotion and Tenure Committee and the College and Tenure Appeals Committee.

The Tenure and Promotion Committee were asked to look at this issue by HR who struggle each year to get enough full professors to serve on the College Promotion and Tenure Committee and the College Promotion and Tenure Appeals Committee. After discussion the Tenure and Promotion Process Committee are recommending that the service term be extended to three years for both committees rather than lowering the faculty rank. The three year term will be staggered, so faculty will end their term at different times. Amy DiBlasi motioned to approve this recommendation. April Magateaux second the motion.

A vote was taken to approve the recommendation: AYES: 18; NAYS: 0 The recommendation was approved.

C. Documentation of Professional Development in an environment where very little professional development funds are available.

The Tenure and Process Committee have come up with a statement for faculty to include in their portfolios if they were approved to present at a conference, but were unable to attend due to lack of college travel funds. Faculty are concerned that without a statement it could affect the professional development section of their portfolio. As well as the statement faculty would need to include all documentation to

show they were prepared to present. Darrell asked if we want the message to go out from the OAA Committee to the Tenure and Promotion Review Committee.

ACTION: After discussion, it was decided that Jack Popovich and Judy Anderson will look at the statement and how it affects professional development.

IV. Late Registration Fee

The Student Support Committee met last week and discussed the late registration fee issue. Amy DiBlasi said that the committee would like it noted that they really would not like a late registration fee, but if there is to be one their recommendation is likely to be seven days prior to the start of the term and the flat rate fee should be lowered to \$50. The committee also looked at the list of exceptions to be made and these will be presented to the Co-Chairs at the next

meeting. Darrell believes the administration is more likely to accept the seven days than lowering the fee amount. The recommendation will be made at the next Co-Chair meeting.

V. Non Attendance Reporting Change

Karen Muir, Marty Maliwesky and Aletha Shipley attended the meeting to explain the change to the non-attendance reporting dates. Karen explained that their committee had been chartered with looking at the frequency of financial aid disbursements to students. Not only will this support best practices in student success it is also a recommendation by the U.S Department of Education and is one measure being initiated by the College to help reduce the college bad debt. The college would like to introduce one new non-attendance reporting window during week three of each semester. The current window is not done until the 61% mark. Karen explained that we need to be clear what we consider attendance to be and suggests an assignment early on in the first couple of weeks of the semester to see if a person is participating. Starfish or early Alert Users are already asked to complete an attendance survey at the same time of this new window and could use this answer for the report.

Aletha explained that students under the current schedule are getting even larger refunds under semesters than under quarters and this is causing the college's bad debt to grow. At the moment payments go out before our attendance reporting window. The new window will minimize the number of students that will receive a check that shouldn't.

Jack Popovich asked Karen if the Early Alert System was grant funded. Karen confirmed that it is not and that the system is here permanently and available for everyone to use. Deb Dyer asked if this new date could also be used to drop students from classes. Karen said this decision would be up to the OAA Committees to implement, but right now it is only for Financial Aid reasons. Darrell believes this recommendation may also come from the AtD Committee as it is a hot topic right now.

ACTION: Karen Muir asked for any editing suggestions to be sent to her by Tuesday, February 5 and Karen will forward the recommendation on to Jack.

The Curriculum Committee will also discuss this issue at their next meeting and report back.

VI. "Gatekeeping" Processes

Some programs have strict guidelines regarding who is eligible to be admitted to their programs while others do not. The result of this is bad for students and faculty. This recently came up in discussion with career and tech faculty as they were concerned about the amount of time it takes to advise students that they know are unlikely to succeed in their programs (e.g., a student who must take a

great deal of remedial mathematics but is wanting to go into engineering). The goal is to make sure students have set realistic goals and are enrolling in programs in which they can succeed.

ACTION: After discussion it was agreed that the Advisory Council Committee being assembled by Desiree Polk-Bland would be asked to look at this issue.

VII. Items from Academic Rules and Policies Committee

The Academic Rules and Policies Committee has been asked to look at the following issues and after discussion believes should be looked at by other committees.

A. Definition of Attendance (non-financial aid)

Needs to be a definition of attendance. Should it be department or college wide?

B. Academic Integrity

Kellie Brennan had asked the committee to look at this issue, but the committee is not sure exactly what Kellie question was. It was decided that Kellie would be invited to attend a future Co-Chair meeting to discuss further before deciding which committee, if any, will be charged with this issue.

ACTION: Darrell will invite Kellie Brennan to a future Co-Chair meeting. C. Extra Credit related to research and IRB approval

This issue keeps coming up and April thinks it should be a Curriculum Committee issue. Darrell explained that this issue came up in the Institutional Review Board (IRB) meetings as research projects are brought to them and faculty want to offer extra credit to those students participating. The IRB want to know how faculty feels about this. Tom Habegger wanted a group of faculty to look at the issue. Jack Popovich suggested that we ask all our committees and put out a call to see who is interested.

VIII. Becoming a “Text-Free” College

Dr. Cooley has suggested that a faculty committee be formed to develop a 3- or 4-year plan to become a textless college, possibly by incorporating free materials (e.g., Creative Commons) and/or other technology (e.g., MOOCs). Some faculty replied that, while the goal may have merit, the content of their courses just isn't available in other venues yet.

IX. Developmental Level reading Prerequisites

Some courses and programs require students to have met certain reading-level prerequisites, while most do not. There have been many concerns expressed over

the years about the general lack of preparedness of students to take certain courses that require higher-level reading skills, yet those courses don't appear to have any reading courses listed as prerequisites. The consensus was that this is something that faculty need to be made more aware of – it seems that many faculty are aware of the ability to require math and/or writing courses as prerequisites, but there seems to be a lack of awareness of the ability to require reading courses as prerequisites.

X. Course Syllabi Available to Students

The consensus was that it was a good idea to have course syllabi for all courses (the ones kept in the Curriculum Office) available to students, and that this could best be accomplished through the Curriculum Office. There was also agreement that it should include a disclaimer regarding the fact that textbooks and other course materials may change, and to check with the department before purchasing materials that may be outdated.

XI. Committee Updates

No reports given.

Next Meetings: Thursday, February 28 from 10 a.m.-12 p.m. in WD-205 Friday, April 5 from 10 a.m.-12 p.m. in WD-404

Adjournment: The meeting was adjourned at 4:32 PM. Minutes taken by Alison Paley