In attendance: Judy Anderson, Crystal Clark, Deb Dyer, Mary Insabella, Scott Laslo, Tracy Little, April Magoteaux, Becky Mobley, Eric Neubauer, Ann Palazzo, Antoinette Perkins, Jack Popovich, Gilberto Serrano, Jackie Teny-Miller, Adele Wright.

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

Guests: (Faculty serving on the Faculty Governance Committee) - Paul Carringer, Ingrid Emch, Paul Graves

I. Approval of minutes from February 28, 2013 meeting

   Meeting minutes from February 28 were reviewed.
   Motion to approve: Judy Anderson; Second: Tracy Little. **The motion carried**.
   The approved minutes will be posted to the Blackboard site.

II. Items from Curriculum Committee **(attachment – Recommendation #1 – COLS 1100 Curriculum)**

   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.

Motion to approve: Adele Wright; Second: Eric Neubauer. **The motion carried**.

B. Staffing of COLS 1100 and 1101 courses **(See attachment – "Proposed Recommendations for Course Assignments for COLS 1100 and 1101")**

The COLS 1100 Advisory team came up with some procedures for staffing back in November of 2012. There was a question at the time about whether or not the new staffing procedures would violate the first right of refusal of full-time faculty to teach the course that was part of the requirements to approve the course by the OAA Curriculum Committee.

Please note, the new staffing procedures from November 2012 have never been implemented and staffing has corresponded with FT Faculty first right of refusal to teach the course. Even with the first right of refusal in place there was some need to clarify how Full-time faculty are staffed, along as when staffing can be opened up to advisors, adjuncts, number of courses that can be taught etc.

The COLS Advisory Team which consists of both members of Advising and faculty recommended that the new staffing procedure be reviewed by the Faculty Union/CSEA and the OAA Curriculum Committee that originally approved the course, in order to clarify the first right of refusal policy.

The OAA Curriculum committee requested that the COLS 1100 Advisory team publish their staffing procedure at the last OAA Chairs meeting. That was an important step in the process - but I realized that we (OAA Curriculum and CSEA) needed to look at the staffing procedure recommendations closely.

The following item is up for approval by the OAA Co-Chairs: An updated COLS 1100/1101 staffing procedure that is being recommended by the OAA Curriculum Committee. Upon approval by the OAA Co-Chairs, it will need to be reviewed by the COLS 1100/1101 Advisory Team and CSEA (due to an existing MOU on the issue).

Amendments suggested per discussion by the OAA Co-Chairs include:
- Change item 4a to read: "COLS 1100 - The assistant director of Advising Services has the right to reject part-time instructors who are deemed not qualified to teach the course, and full-time faculty who do not complete the COLS 1100 training."
- Change item 4b to read: "COLS 1101 - The chairperson of Developmental Education has the right to reject part-time instructors who are deemed not qualified to teach the course."
- Change item 4c to read: "Changes must be based on legitimate student complaints."

Motion to approve, subject to the above amendments being made: Mary Insabella; Second: Antoinette Perkins. **The motion carried**.

C. Dual Enrollment **(see attachment – draft Policy on Dual Enrollment)**

A draft policy for the College Policy and Procedures manual is being recommended.

Amendment suggested per discussion by the OAA Co-Chairs includes:

- To clarify in item (4) that faculty are ultimately responsible for overseeing their programs, the language should be amended to read: "The Office of Dual Enrollment and the Office of Academic Affairs**, working closely with faculty within the respective programs,** will establish procedures to administer this policy. A Dual Enrollment Procedure Manual is available through the Office of Dual Enrollment."

Motion to approve, subject to the above amendment being made: Eric Neubauer; Second: Gilberto Serrano. **The motion carried**.

III. Items from Student Support Committee

A. Distance Learning Student Success Task Force recommendations

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

Recommendation #1:

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.

This item was tabled for now. Faculty should send any questions/concerns about this to Amy DiBlasi and Eric Neubauer.

Recommendation #2:

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.

Amendment suggested per discussion by the OAA Co-Chairs includes changing Recommendation #2 to read: "**Faculty who have not yet taught a distance learning course at Columbus State, and all newly-hired faculty, are** required to complete, at a minimum, "BB(101 Getting Started With Blackboard" to gain the basic skills in navigating Blackboard and its features."

Motion to approve, subject to the above amendment being made: Eric Neubauer; Second: Gilberto Serrano. **The motion carried**.

Recommendation #3:

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.

Motion to approve: Deb Dyer; Second: Gilberto Serrano. **The motion carried**.

B. Testing Center Advisory Council

The Student Support Committee is unanimously recommending that the current Testing Center Advisory taskforce become a standing committee, with the following stipulations:

1) The committee includes a minimum of two faculty members for the A&S Division and two faculty members from the C&T Division; and
2) That at least two of the faculty members also be serving on one of the existing OAA faculty committees (preferably one from each division).

The decision to create a stand-alone, ongoing Testing Center Advisory Committee/Council with faculty membership and involvement will

1) allow the college to make informed decisions as to how best to meet the testing needs of both faculty and students given the resources available to it;
2) provide a structure within which Testing Center practices and related activities can be discussed and input provided by both faculty and staff;
3) provide a structure within which decisions can be made and recommendations provided by both faculty and staff regarding Testing Center practices, related activities, and resources, as well as any decisions and/or recommendations that could potentially affect changes in the policies and procedures of the college;
4) provide a model that will allow for significant faculty involvement in the evolving governance structure of the college, especially in the realm of oversight and communication among the faculty driven committees (such as the OAA Co-Chairs Committee) and other non-faculty driven college committees.

Recommendation: To make the existing Testing Center Advisory taskforce a standing committee, with the makeup of the committee as stipulated above.

Motion to approve: Ann Palazzo; Second: Deb Dyer. **The motion carried**.

C. Distance Learning Student Success (DLSS) taskforce recommendations regarding Blackboard orientation for students **(see attachment – DLSS Task Force Recommendation).**

To approve the recommendations proposed by the Distance Learning Student Success (DLSS) Task Force regarding Blackboard Orientation for students **with the stipulation that there be an acceptable implementation process developed to ensure students comply with the Blackboard training requirements**, and that the Student Support Committee (or other applicable OAA committees) be consulted before any implementation process is put in place (or any further actions related to Blackboard Orientation for students).

Motion to approve the DLSS task force recommendation, subject to the above stipulation: Adele Wright; Second: Jackie Teny-Miller. **The motion carried**.

IV. Items from Instructional Success Committee **(See the attached document - "Blended Learning Taskforce Report")**

A. Change the term "hybrid" course to "blended" course at Columbus State to describe courses that have both an online component and an on-campus or onsite requirement.

Motion to approve: Gilberto Serrano; Second: Mary Insabella. **The motion carried**.

B. Update Datatel to remove the "hybrid" course designation from the scheduling screens, so that scheduling personnel will select the correct "blended" option for courses meeting the definition.

It was noted that in the future, an "H" designation for a course could then be used to indicate that it is an Honors course.

Motion to approve: April Magoteaux; Second: Gilberto Serrano. **The motion carried**.

C. Update the Blended Learning definition at Columbus State to read:

 "A blended course is an online course with required real-time, face-to-face sessions. Blended course instruction is split between learning activities online and in a specified location, based on course content. To participate in the online portion of a blended course, a student must have basic computer knowledge

along with access to a computer and the Internet. A student may use a computer at home, at a campus lab, a library, or elsewhere. The face-to-face sessions require meetings at dates and times specific to each different blended course. The face-to-face sessions may be held in a campus classroom, lab or at an external location, such as a clinical site for health-related classes."

Motion to approve: Ann Palazzo; Second: April Magoteaux. **The motion carried**.

V. Item from FETPD Committee **(See the attached documents – Faculty Professional Development Funds: Proposed Guidelines and Request for Professional Development Funds Information Form)**

For the 2013-2014 Fiscal Year, the College has budgeted $250,000 for faculty professional development. The proposed guidelines provide for 90% of those funds ($225,000) to be allocated to the departments, proportionally to the number of full-time, tenure-track faculty in each department (estimated to equate to between $700-$750 per faculty member). The remaining 10% of funds ($25,000) will be held for discretionary use as determined or approved by the FETPD Committee.

Each department is responsible for establishing a committee of full-time tenure track faculty, elected by their peers from the department, to represent their peers in making decisions regarding the allocation of professional development funds for their department. Additional details are provided in the attachments.

Motion to approve: Antoinette Perkins; Second: Eric Neubauer. **The motion carried**.

VI. Announcements (from Darrell)

A. Feedback to Teddi Lewis-Hotopp regarding the matrix (by April 12)

B. Changes to Testing Center hours **(see attached)** - Student Support Committee

C. (Feedback?) FETPD Committee is working with Rich James on developing a faculty website which will replace the print version of the Faculty Handbook.

VII. Faculty Governance Committee - Paul Carringer, Ingrid Emch, Paul Graves, and Lydia Gilmore

The Faculty Governance Committee is considering 3 generalized models. They are drafting a proposal to present to President Harrison. Regardless of the model, the Committee believes that:

- there must be a level of trust between all partners
- there must be some checks and balances
- there need to be some form of elections for the OAA Committees - faculty can't just be appointed to the committees
- there will need to be an ombudsman, faculty fellow, or something of that sort to coordinate the work of the committees
- there needs to be clarification as to how issues are brought to the OAA Committees
- there should be a standing day/time for OAA Co-Chairs meetings, so faculty can schedule courses around the set meeting times
- there needs to be a formal way to communicate to the campus community the recommendations made by the OAA Committees

The Committee is focused on using what is working well, and fixing what is broke. They will be conducting a survey in the near future, to get feedback from faculty about what specific issues may need to be addressed.

Adjournment: The meeting was adjourned at 12:10 PM.

Minutes taken by Darrell Minor