

Grand Rapids Community College
Curriculum Leadership Team
February 15, 2011
Multipurpose Room, Student Center
3:15 – 4:45 PM
Highlights

Attending: Aleta Anderson, Lilly Anderson, Nick Antonakis, Janice Balyeat, Jennifer Batten, Becky Brinks, Frank Conner, John Cowles, Kevin Dobreff, David Dye, Glen Gelderloos, Ron Higgins, Whitney Johnson, Mike Kiss, Amy Koning, Mike Light, Robert Long, Deb Nordman, Paul Phifer, Shelley Richter, Alejandro Saldivar, Anne Sherman, Eve Sidney, Paula Sullivan, Ric Underhile, Mike Vargo, Doug Wabeke, Karen Walker, Penni Weninger, George Zeeff, Fred Zomer.

Call to order 3:15

January 18 Meeting highlights approved.

Dissemination of Department/Unit Reports – Ric Underhile

Instead of verbally reporting out at CLT, departments and programs should be reporting to their Associate Deans, lifting out pertinent information to share via email with CLT and copying Ric Underhile to compile for our records. These reports are in no pre-designed format. The Associate Deans share with the Provost, who shares with the Deans and compiles into a report to the President, listing items by their relationship to College Ends. CLT members should work with their Associate Deans on the right process for submission. Mike Vargo will talk with Steve Abid to see which of them would collect these reports. While this method is good to share finite events and news, CLT members may share ongoing work via email, replying to all, and/or via a blog.

Action Items

CLT Members: Check with Associate Deans on reporting out

CLT Members: Send reports including pertinent information to CLT email group

Ric Underhile: Set up a blog for members to share work and best practices.

Program Review Update – Ric Underhile

The Provost, Deans, and Associate Deans are looking to streamline the process of Program Review. The goal is to consolidate the process into common language that captures the necessary information and sheds extraneous work. It should be complete in two or three weeks. As you are thinking about next year in work with budgets, space allocations and department plans - keep in mind the content you would put in academic program review.

Offering Semester Schedules in .pdf Format – Dave Dye

In response to student complaints about not having an easy overview of classes from which to schedule, Dave Dye asked to reconsider the decision to cease making the semester schedule available in .pdf form. Mike Vargo reported that faculty and staff made this decision because the document is outdated as soon as it is run, and John Cowles and Alejandro Saldivar said that students consistently prefer online registration and ignore paper options. The PeopleSoft Upgrade should make this an easier process, as will an application written by Szymon Machajewski. There was concern that the delay in Fall registration caused by the

implementation of the PeopleSoft upgrade will compress advising time. John suggested that no one has to wait until the last minute to get advising help.

The question of wait lists arose. Some departments keep them unofficially but there is no college wide process. Currently, when students drop, seats go to random students rather than those who are in specific need of the classes.

Action Items:

Mike Vargo: Share Szymon Machajewski's registration application via email

Amy Koning and David Dye: Draft a proposal on College Wait List Policy to AGC.

Update : Academic Advising Pilot – Whitney Johnson

Whitney reported that many but not all CLT members have returned the advising form that provides departmental information that will be compiled on a website to guide students expediently to the right advisor. She will re-send these today and asks that those still outstanding be submitted by Thursday, 2/17, at 5pm in time for the team's meeting on Friday. Becky Brinks expressed concern about the inequitable load of advising on faculty across departments. Education's four faculty members handle 900 students, resulting in ten advising appointments per week. Whitney noted that the goal is to list the major before the program, as students relate more to majors than program codes, which may alleviate some of the load on departmental faculty, and also that faculty can always refer students to counseling for advising. This note will be posted on the website. As the process rolls out, the team will be seeking CLT's input on how to help students most quickly.

Lilly observed that not everyone is comfortable with the concept of advising and may need training. Stacey Heisler has been offering sessions through the Center for Teaching Excellence but attendance is thin. Stacey can come to your departments; just contact her, or Ric Underhile or Penni Weninger in the Center, to connect with Stacey or any other faculty member for professional development needs.

Action Items

CLT Members: Submit your advising form to Whitney Johnson by 5:00 PM on Thursday, 2/17

CLT Members: Contact Stacey Heisler about advising training for your faculty!

John Cowles: Will post on website that students may also seek advising from counseling

Progress of New Class Schedule – Amy Koning, Mike Vargo

Mike reported that most Fall schedules had been collected and compiled with few problems and that the Winter 2012 worksheets will go out in the next few days with new start and end times. He noted there is only one person on campus who can do this. We collected schedules, most completely done. Some folks still don't have worksheets for fall; working on getting that done (only one person on campus can do that). Based on CLT's vote to keep the 7:45 AM start time, the Faculty Association has asked the administration to require that a full-time faculty member who is teaching before 8:00 AM signs a form stipulating they are doing so willingly. No similar concern was expressed regarding classes after 5 PM. John Cowles suggested putting a statement on the FIF.

Mike reported the implementation of a "drop dead date." Two weeks before the semester starts will be the last day to cancel a section so that students will not lose Financial Aid credits or necessary courses when it is too late to remedy.

Mike also reported that Communications will need to know who in which areas will be responsible for maintaining the department or program website so they can be trained in the new content management system. Concern was expressed that the academic end was not represented in the development of branding. Ric Underhile noted that the team leading this effort has had no Academic Affairs representation and that we will be adding someone from that area to the team. Mike Vargo notes that the goal is to keep the current format throughout the change and reevaluate when the migration is done. Associate Deans can facilitate if important changes need to be made now.

Action Item

Mike Vargo: Look into putting “before 8AM” statement on FIFs and report back.

Other business:

Janice Balyeat proposed a reversal of the new policy to charge Dean’s List students 90 cents for a certificate reflecting their achievement.

Action Item

Associate Deans: will take this to AcaDeans for review.

The Achieving the Dream Team Strategy Institute participants will report on their conference at the next meeting.

Professional development opportunities abound. Please check www.grcc.edu/ctecurrentlearning

Art Gallery reception tonight

Math seminar Wednesday at 8 pm on electronics

Thursday brings the third in our Psychology Speaker Series – Steve Wagner on finding a job you love

Becky Brinks: 100 people around the state attended the (???). February 24th: Seminar hunger in the Classroom (clarifying this)

Kevin Dobreff – Sunday, February 30 Choral Concert at St. Cecelia’s 3pm. Free also 120 5th graders on the 22nd

David Dye – 10am on Friday 18th ATC US Green Building Student Chapter – Robert Veenhost
Special Announcement: Carson John Abid born today on Grandpa Steve’s birthday.

The next meeting will take place on Tuesday, March 22 at 3:15 PM, in the Sneden Hall Multipurpose Room.

Meeting adjourned at 4:45 PM.

Respectfully submitted,

Penni Weninger