

Curriculum Leadership Team

March 17, 2009

Meeting Minutes

Sharing Good News

- Jim Chesla announced MA 003 is changing. Starting in the Fall, it will be replaced by MA 95 / MA 96 (2 semesters, 2 credits each) or MA 97 (one semester, 4 credits). When they enroll in 95, they will automatically go to 96. Students received an email about the change but may still be looking for MA 003. Students will be placed using Accuplacer.
- Diane Patrick – new posters for summer enrollment have been printed and will be going up around campus. Please post in your department, as well.
- Janet Paasche – Reading Instructor has been hired and will start in the Fall. Maryann Lesert's book launch is Friday, March 20 from 7-9pm at McCabe Marlowe.
- Steve Abid – Political Science Assistant Professor has been hired to replace Carolyn Grin. Women's history month events include lecture by Susan Williams; panel with Anne Mulder, Gilda Gely, Cynthia Springer, and Mursalata Muhammad; and lecture by Gillian Hendershot of GVSU.
- GRCC hosted 15th Annual Math Challenge this past Saturday which had 20 teams from local high schools.
- Nickie Alexander had surgery over the weekend. Not up for cards or visits at this time.
- Audrey Heckwolf led a service learning project with approx. 12 students from Baxter Center (aged 10-16 years) where they were served a 4 course meal and taught etiquette lessons.
- Biological Sciences completed search for new faculty member who will teach BI 101 and BI 101E (for pre-elementary teachers). Currently at 11 full-timers.
- Becky Brinks – recent seminars have had record attendance, and record number of students applying for Teachers of Tomorrow scholarships. Also commented that BI 101 E is great!
- Kevin Dobreff conducted early auditions for music majors, which included 20 students. Auditions will be held again in August before classes begin. Bassoonist applied for first time in 18 years. Tonight is Jazz Night honoring Duane Davis at Royce Auditorium. \$35 after party – proceeds to Duane Davis Scholarship Fund.
- Nick Antonakis – Crit-0-Rama at UICA ran March 23-26, and our Professor, Filippo Tagliati, will give a lecture there about his work. New "Student Exhibit" runs March 30-April 17 in the GRCC Collins Art Gallery. Robin VanRooyen and Ron Stein are attending Education of the Arts Conference in Portland. School of Art Institute of Chicago was here and reviewed 12 student portfolios. Cleveland Institute of Art and College for Creative Studies (from Detroit) will be here next week to review student portfolios.
- Scott McNabb was recently in New York City with Collegiate students – finally getting recognition for great work.

Human Resources / On-line Recruitment Application Process for Adjunct Faculty

Deb Bryde and Jessica Berens from HR went over new process. Deb is liaison for adjunct faculty, and Jessica has recently taken over Recruitment Solutions processes.

How it works:

Applicant uploads resume from word document and system parses all the information for them, so they don't have to go into all the screens to put the information in. "Work History" section still needs to be tweaked (we are still asking applicants to add work history). Meet & Confer and Full-time Faculty systems are now up and running. This has cut time from 6.5 hours to 5 minutes per applicant. In the past, HR spent \$50 per opening on mailings; now everything is email. Search committee teams will begin reviewing resumes online.

Job link is right on home page (“Jobs”) – external and internal candidates can apply. They view job postings – see job description, apply now, create user name and password and applicant ID is then assigned. Copy and paste resume and then add cover letter, resume, references. Word works best. Pdf will not work (this is noted in instructions).

- Once they have applied for a job, they can’t go back and edit resume.
- When they want to reapply – there is a place to upload new resume. It will date stamp each resume, so we can see if they applied in fall 08 and then fall 09.
- Email is required.
- HR is working on process to get rid of paper application. If it’s online, why do we need paper too?
- Background check process is being worked on to be more automated.
- If you can’t open resumes, check your “trusted sites”.
- HR working on constructing reports to show names, majors, specialties, etc.
- HR is working on purging duplicate and old applicants. They will install a trigger that sends an email to applicant asking them if they want to be purged. If not, please update your file. If application is a couple of years old, and we can’t reach by email or phone, kick-back email is important.
- Status will show “hired” in social science, but also “applied” status in business.
- Security is a big issue – need virus protection for opening resumes.
- Advanced search criteria is available that zeroes in on features (degree, bilingual, etc.) Type in “bilingual” and get applicants who have bilingual experience.

Randy asked if we see the resume exactly as it was submitted (showing possible spelling errors, how it’s organized, etc)- answer is yes. Resume is shown exactly how applicant submitted it.

Group’s suggestion:

Make a field to indicate “retired” status. Need to consider that when hiring retired people, they must be aware of how much money they can make.

Group’s complaint:

Strictly an electronic transaction – no personal contact.

Please forward any feedback / comments to Deb Bryde.

Next meeting

Tuesday, April 7, 3:00 – 4:30 pm at ATC 120