

Curriculum Leadership Team
September 15, 2009
Meeting Minutes

Introduction of new members

Ric Underhile and Scott Lampe were welcomed.

CLT Coordinating Group

In the spring, we did a CLT evaluation and improvements were suggested. A group of faculty and associate deans (Steve Abid, Sandy Andrews, Mike Vargo, Margaret Bowles, Fred Zomer, Diane Patrick, Paula Sullivan) held discussions over the summer regarding how we will operate going forward. Other groups are giving us issues to work on and want to put things on our agenda. We will now have a call for agenda items and try to keep on time during the meetings. We will assemble a coordinating group to go over items each month that need to be on the agenda and prioritize and assign time to each item. We will then put the year-long schedule of topics on our website. This group will meet once a month, on Tuesdays, to form the agenda. This is not Laurie's group – it's everyone's group. Let Laurie know if you want to be on this sub-group. Our website is www.grcc.edu/clt

Two Assignments from AGC

Gilda and AGC Executive Council have 2 issues for us to work on:

- a) Want a statement crafted that states the expectations of faculty for bookstore and its services. As a group, faculty should make clear what they want from bookstore. Gilda will then take to AGC (by late October).

Discussion: How will this group be different than the Oversight Committee that Jill Nutt oversees? Our group is coming from faculty and student perspective, not business or customer views. What kind of relationship should faculty have with bookstore? How can we make it more efficient? Doug asked if we communicate with bookstore? Answer: No. We may want to recommend regular meetings with faculty. Glenn asked if we would work "with" the bookstore or just talk about the issues. Nick's department has met with the bookstore. It seems they got things straightened out, but issues creep back. We need guiding principles to use in discussion with bookstore. Robert Long volunteered to chair sub-group including Janet Paasche, Nick Antonakis, Karen Walker and Eve Sidney. Frank Conner will also be asked to join the group. Ron asked if group had found extreme discrepancies between GRCC (i.e. \$130) vs. Brian's Books (i.e. \$ 95). Many see this, as well as students buying books at amazon.com. Unfair to students with Financial Aid, as they MUST use our bookstore. Sandy has found if students can make it through the first 3 weeks without books, then when they receive financial aid refunds, they are able to buy the books cheaper. Mike Vargo puts books "on reserve" at the library but that is not a good solution - detrimental to students, puts them behind at the start of the semester.

- b) Want a statement crafted that states the institutional expectations for faculty regarding the use of Blackboard for classes and other activities. Gilda would like by December.

Discussion: Should we expect all faculty to use blackboard? If so, to what extent? Are there times it's reasonable that faculty don't need it? Janet added that with all the newly hired adjuncts, they have enough to learn without forcing them to learn Blackboard too. Nickie added we don't have enough computers for all instructors to use. Students are saying they want more technology and we need to address that. Bernie asked if group would survey faculty or just brainstorm ideas. Becky asked if we could look at what faculty expectations are for students in terms of the students using Blackboard as part of regular coursework. Robert – budget and reducing printing costs are other issues to

consider. Glenn recommended Ann Alexander be a part of this sub-group. Mike Vargo and Bernie Manker volunteered. Garry Brand should also be included.

Course Scheduling

This was one of our top 3 priorities last year. We have made changes to year-long scheduling process, which we agreed to last Spring. Over the summer, Laurie and a small group worked on this proposal and presented to Deans' Council. Thanks to Bernie, Mike, Sandy and Ron for their work on this. For 2010-11, what info do you need from college to work on upcoming schedule effectively? Bernie asked if academic calendar was finalized. Cindy said Deb should have it done soon.

Need to work with guiding principles of the college – is it a goal of college to increase sections offered prime times vs. non-prime times; do we have percentage target for hybrid/online sections; what are goals for Lakeshore; if we increase, will budget increase (i.e. printing costs will increase)? Cindy asked Gilda about the budget and was told nothing new on budget horizon -- status-quo for now. Departments are going to increase, and budgets will go over. This will change but we don't know when it will change. Steve Abid asked about plan for Sneden Hall. Room scheduling – if it worked this year, can't we just roll it over? Nickie suggested giving it back to department heads – schedule all your classes and fill up your room block. Sandy added we have to consider weekend and accelerated classes. If we move something from prime time, we end up losing space. We need to re-work schedule, not just keep adding sections.

Robert – sore spot re: Fridays. His areas have classes Monday – Friday, while most departments only use Monday – Thursday. Becky uses Fridays for hybrids and found that when they scheduled M/W/F, students didn't come on Fridays. Janet believes we should tell students which buildings the classes are in when they register for them. Glenn suggested color coding by building/campus, but was told that wasn't possible. Robert has students leaving class 15 minutes early to get to Sneden, which is very disruptive. Bernie – classes should be grouped as “on campus” and “off campus”. Start/end times have become very smudged. Sandy believes their Tuesday/Friday pairings throw things off – it's confusing. Margaret – if they had a block of rooms, that would be helpful and prevent problems for other departments. Ron – use a block of rooms, then if there is leftover space, put that in a pool. Bernie – Rick Olsen was on a committee that tried to secure a block of rooms for each department head - nothing came of it. Steve Abid – meeting patterns and times need to be consistent.

Laurie - We made progress on CARP and year long scheduling. Suggested we need to take on room scheduling.

Laurie asked if there are any issues about academic probation re: schedule creation.

Sandy – pre-reqs - we can only put pre-reqs in effect every fall, so deadline is March.

Cindy – we can change pre-reqs in CARPs anytime.

Laurie needs to know about pre-reqs ASAP.

Ron asked and Sandy answered, CARPs can be sorted by pre-reqs.

Start up issues for Fall:

- Steve - Publishers have separate card to be purchased for homework, online assignments, online quizzes, electronic books and Bookstore was having difficulty with these. Some faculty require students to purchase these. Publishers are trying to help straighten it out but our Bookstore has not been helpful in figuring it out.
- Nick – Has an art supplier who puts kits together and sells to the bookstore. This way, students can use their financial aid to purchase. Bookstore wasn't ready for this and students had to wait for supplies.
- Robert – Had a student scheduled in two classes that met at the same time.

- Bernie – Getting parking, keys, computer and phone access set-up for adjuncts was difficult. We realize IT, Campus Police and HR are overwhelmed but we need to work it out!
- Karen – Is everyone aware that Blackboard can be switched “on” two weeks prior to start of semester. This means we need to get students set up two weeks prior as well.
- Why turn on blackboard automatically? Blackboard should be turned on when instructor wants it turned on!
- Mike Vargo – Knows that Garry turns on all Blackboard at once, as many faculty don’t know how to turn it on.
- Sandy – Many students didn’t know they needed a new Raider card. Did students get communication?
- Steve – adjuncts love Sneden, going well.
- Room availability was a start-up issue.

Brainstorming for issues for this year – we will send Zoomerang to prioritize

- CARP
- Weekend Classes (What are/should be the goals?)
- Room Scheduling Process and Software
- Catalog (Printing cycle? Should it be printed?)
- Start/end Times for Classes
- Full-time vs. part-time Faculty Ratios
- Online Classes and Training (What are/should be the goals?)
- Helping Students Assess Their Preparedness for Specific Teaching Methodologies
- Better Alignment of Academic Department and College-wide Strategic Planning

Doug – Do we need to start adding sections for Winter?

Glenn – Where does this come from? Glenn has to show 13% growth for each semester next 6 semesters per Fiona.

John – From Counseling standpoint, it was much better this year. 2,800 students went through summer orientation. In the end, we ran out of classes.

Becky – Pre-req issues went well – not as many Registrar issues where we had to overload/re-register students.

Steve – We need a way to help students assess if class is right for them. He’s finding that students in on-lines need hand holding and want to make appointments to meet with him.

Cindy – Ric will be working with Garry on this.

Robert – Can we negotiate for adjuncts to teach 13 credit hours? When you add labs in, the credit hours add up!

Laurie - This is a Faculty contract issue. Department Heads should go to negotiating team with this.

Mike Vargo – How do we evaluate department heads/program directors compensation? We are being asked to do more.

Laurie - Go to negotiating team.

Robert – Agreed that we have more responsibilities and these jobs could be full-time.