

Curriculum Leadership Team
February 3, 2009
MEETING MINUTES

Sharing Good News

- The Dental Program was presented with the Steel Water Award from the West Michigan District Dental Society at Meijer Gardens. The award is an unsung hero award, and on hand to accept were Bunny Bookwalter, Maureen Munger, Eve Sydney and others from the Dental Department.
- We've hired a new president!
- The Physical Science Department has received research funds from Hope College. The funds will be used to pay a stipend for students to work this summer.
- Susan Mowers, English, is one of this year's recipients of the NISOD award.
- Mary Lucas had a baby boy, Lucas Aaron.

CARP Discussion

Guests in attendance: Patti Trepkowski, Vicki Janowiak, Bill Ouchark, Laurie Foster, Misty McClure, Szymon Machajewski, and Renee Cerullo, Campus Works.

Szymon, Laurie, and Misty, with the support of Bill and Renee, have been working with a beta group which included Ron Higgins, Sandy Andrews, and Randy Sahajdack to test improvements. Derek DeVries assisted with web features. There were three items to be accomplished: 1) Develop official course database; 2) Approval tasks for existing work flow; 3) Create a bigger text field so you can see what you are entering.

- 1) The Official Course Database can be found by navigating to the website www.grcc.edu/CARP. By clicking on revise your CARP form, it will take you to webbuilder. Log in is your Novell log in. Click on CARPs online and you will be directed to a list of CARPs that you are the author for, or under your watch. This is one of the improvements made. You will still receive an email link, which you can access or you can go through webbuilder. You can also now approve the CARP through webbuilder so you won't have to find the original email.
- 2) Work flow icons show the progress of the CARP. You will see a checkmark when there is a status change and you are able to easily view where the CARP is in the process. If you do not see an official document on file, then you know that the course is in development. Steve asked if a step was eliminated between the Associate Dean and the AGC Course Approval Committee. Laurie Foster noted that the steps are there and are listed in the narrative. Becky asked if the step was still in place where a new course goes to other departments for review. Patti wanted to note this step is in the process to avoid any duplication of courses.
- 3) Larger text box. By clicking on the text box, it will open to a larger field. There is a disclaimer at the top regarding formatting issues when you copy and paste from a Word document. Szymon will review the different Word settings to find a solution to the formatting issues. You will not see formatting issues when typing in the box. Laurie F. also pointed out the spelling feature; however you will need Firefox to spell check while in the text box. Pattie suggested that Szymon add the directions for Firefox.

Misty will still release or reassign CARPs. Once the CARP has been approved, Misty checks for changes and adds the information to PeopleSoft. Laurie will check with Misty to see if there is a quick way to make the C to C- change around prerequisites. Laurie Chesley keeps the master list of prereqs and provides the information to Janet Miller who takes care of the enrollment end. Laurie will only need the course title and not the CARP of a course that will have a prereq change.

Becky Brinks questioned why the Department Head/Program Director can't be the co-author of the CARP, which would help eliminate a step. Szymon commented on the technical issues of identifying the department head/program director and linking them to the course. Jeff commented that this approach would actually make it more secure by eliminating the link. Szymon commented that there because they wanted to use GroupWise, but we are at a point where this can be

The group is pleased with the changes they see and Patti commented that they are continuing to work through a list of improvements. The changes are ready to go; it just needs to be scheduled. The group gave their blessing to hit the switch.

Adjunct Faculty members: Hiring, Orienting, and Mentoring

Sandy Andrews

- Last Spring, Physical Science as a department decided to review communication issues with adjuncts and how to improve the process. Two surveys were sent to Department Heads and Program Directors. The November survey asked what each department does and the January survey covered the orientation and mentoring process. Sandy also forwarded three availability forms currently being used by various departments. There was discussion regarding the online hiring database:
 - Applicants are concerned whether their resume posted to the system.
 - Formatting issues.
 - Requires applicant to add information in multiple locations.
 - Applicants remain on the system beyond two years.
 - Applicant appears multiple times.
 - Proposed database is not what we received. Original proposal included the applicant's availability.

Eve commented that the Dental Department is developing an orientation for their adjuncts. While Sandy commended the English Department for doing great things to keep mentoring alive and recognized Child Development/Education for their work with adjuncts. Behavioral Sciences have a new Blackboard site available to their adjuncts. Mike Vargo asked if adjuncts were consulted about their experience. Common complaints from the Physical Science adjuncts were: unable to get into the building, no keys, office, or phone, and yet they are in front of the classroom. Mike Vargo commented that it may not be a training issue but a system issue. Bernie agreed that we can do orientations and mentoring, but getting them through the door is H.R. Laurie C. suggested that she and Sandy work on getting H.R. to one of the CLT meetings.

Small Group Meetings on Topics of Interest

Robert Long

- Robert has been working to create a conceptual framework for curriculum development to streamline the process. The first version of the effort is almost ready for implementation next year. As specific issues and topics come up, Robert is willing to facilitate a small working group to cover these issues. Group can meet prior to or after CLT meetings, let Robert know if you are interested.

Additions

- Reminder from Vicki Janowiak that Instructional Software requests are due.
- Jim Chesla asked what defines instructional software, and that maybe this group could take on the task of writing a definition. The Math Department requested software where the instructor would be the main user, with limited student interaction. The request was denied by LRTS, which felt that the funds should come from the department. LRTS defines instructional software as something that the students use.
- Laurie, Fred, Steve, Ron, and Kevin will bring ideas for the yearlong schedule to the next meeting.

Approval of Dec. 2 Minutes

- Approved as is.

Next meeting: Tuesday, March 17, 3:00-4:30 p.m., Multipurpose Room