

Curriculum Leadership Team

April 20, 2010

Meeting Minutes

Adjunct Use of GRCC Voicemail – Laurie Chesley & members of CLT Coordinating Committee

The Provost has asked, "Should faculty be required to use their GRCC voicemail? What should College position be on voicemail?" Every voicemail account costs the College money. Some adjuncts don't have phones. Many adjuncts use other colleges' voicemail systems. Some phones don't have the light that shows they have a message. Coordinating Committee believes that voicemail should not be mandatory, but email is more important.

Becky - there should be a phone number listed on the syllabus. List another work number?

Glenn - if a student asks specifically for phone number, the adjunct can email them their phone number.

Steve - have it be optional. If they don't want GRCC voicemail, list home, cell or other work number.

Janet - English adjuncts are expected to provide a phone number and are expected to use GRCC email. They have run into problems with adjuncts giving students their home email. Need to have GRCC email forwarded to home email and we have a problem with this being done.

Sandy - at the time the FIF is signed, communicate to them: you have an extension, are you using it? If not, get rid of it. Also make sure GRCC email is forwarded to an account they check frequently.

Robert - if you're not here for a semester, email gets de-activated.

Laurie - will talk to IT to ensure adjuncts email is not de-activated if inactive for a semester.

Karen - would be helpful if they can re-activate it from off-campus.

Nick - As we acquire more methods of communication, we need to standardize. Seems instructors check email all the time, but check voicemail only every once in a while.

Mike V. - what is the consensus? We encourage multiple means of communication.

Laurie - Recap: Group agrees that adjuncts should do two things: 1) Check GRCC email or have it forwarded to account they access on a regular basis 2) Give students a phone contact, whether it is GRCC extension or another phone number.

Ron Higgins made motion to approve Laurie's recommendation, with Becky Brinks seconding the motion. Majority were in favor of this (no one opposed).

Course Scheduling Process for This Past Year – Laurie Chesley

We tried a different process this year - semester by semester, rather than the entire year in one shot. Advising Day had a smaller print brochure with fall offerings listed. With calendar concerns, winter schedule is behind. The issue of printing the schedule has come up again in Deans' Council.

Mike K. - reported that Deans' Council decided not to print the schedule anymore!

Laurie - a PDF version is available from the homepage. Did you feel this process was better, worse, same?

Nick - this worked better, as it helped to spread it out. When they were advising Art majors, they realized this was the first time no one asked for printed schedule. No complaints. Everyone looked online.

Robert - worked out much better.

Sandy - having dates added was appreciated. Concern re: calendar adjustments. Needs to be better coordination between Registrar's Office and JCC (Joint Conferencing Committee).

Margaret - is it possible for 7 week classes to roll over?

Tom - architecture classes were listed on PDF a couple of summers ago, but not available now. More convenient to look on PDF format.

Ron - cumbersome for students to find PDF on the website.

Mike V. - we have to be sensitive to population that won't have access to schedule online. Schedule worked well in semester-by-semester format.

Calendar is negotiated, so we can't get around this.

Mike K. - Ferris is a week behind us, so it's difficult to schedule our classes in the same building, etc.

Sandy - calendar messes up labs. JCC meets throughout the year and deals with calendar issues. Need 14 Mondays, 14 Tuesdays, losing advising day, learning day, etc. Encountered problems with dual enrolled students at GVSU, as spring breaks were different this year. We need better coordination among area colleges.

Steve - looking ahead to 2011, Spring Holiday will be the Fri/Sat/Sun before finals ☹

CLT Year-End Assessment Survey – Laurie Chesley

Assessment survey to gauge effectiveness of CLT meeting, changes, continuation, etc. Coordinating Committee developed a Zoomerang survey which will be issued shortly. Please return it quickly.

Sandy - many people currently on the team will not be here next year.

Laurie - answer Zoomerang how you think it will best serve your replacement.

General Announcements/Updates/Discussion

Laurie - Goodbye / Happy Retirement to Janet Paasche.

Ron - new bookstore order system – ESP wasn't impressed, faculty haven't gotten feedback.

Karen - software is not ready. New system won't be in place for Fall.

Steve - Dan, Laurie, Cindy – nice to work with you! Good luck in your new jobs!

Robert - thanks to Chairperson Laurie for holding the group together.