

**Dean's Council
November 3, 2010
Minutes**

Members Present: Russell Lowery-Hart, Joy Brenneman, Bill Crawford, Daniel Esquivel, Shawn Fouts, Patsy Lemaster, Jerry Moller, Carol Moore Lou Ann Seabourn, and Renee Vincent

Members Absent: Carol Moore

Others Present: Kara Larkan-Skinner

Instructional Assessment Report – Kara Larkan-Skinner

Larkan-Skinner distributed AC's General Education Competencies Report on Assessment. Competency areas include Mathematics, Communication, Critical Thinking and Technology.

Communication is the most successful area; our goal is 70% at a 3 or higher (average or better) and over the last three years we have averaged at this mark.

The scoring system has changed in Critical Thinking, but in earlier years the standard was met. The current challenge is determining whether the appropriate criteria are being assessed.

The report indicates students are struggling to meet minimum standards in Mathematics.

The goal is for students to have basic understanding in the four competencies when they leave AC.

Questions now:

- Are standards high enough?
- Are students really where we want them to be?

Proposal: Track by student and majors to provide feedback to instructors/department heads

Dean' Council feedback

- Helps faculty instruct students in real-world use of learning
- Kara helped DC see how these competencies cross disciplines
- We have to own and use data for improvement; what do faculty need to do this?
 - Courses more specific to discipline: ex. technical writing vs.

- Freshman Comp I; add technical writing rubric to Communication
- Change rubric, multiple assessment points/broader application
- Challenges
 - Oral presentations – could they be broken down specific to majors
 - No practical application in the data reports as they are
 - Applying academic model to technical courses
 - Results come back in a negative tone rather than acknowledging the good and suggesting improvements
 - 30 hour requirement is a hindrance to faculty who teach transfer classes whose students rarely take 30 hours at AC
 - Never intended for use at the faculty level, intended for institutional use
- Updated core competencies with Co-Board should be broader
- Could be broken down at the departmental major level
- Provide breakdown at branch campus level
- Leadership from Dean's Council will guide instructors
- Kara will send list of faculty targeted for Fall to the Council – Kara selects list based on classes with 10 or more students who have 30 or more hours; includes adjunct faculty
- Will assessment be a tool for targeting programs for budget cuts?
- Turn into tool for enhancement
- Data is for instruction, not assessment division
- Assessment is taking place; we need to find way to capture it

Program Review Proposal

Changing process – Department and/or Division head will have 5 minutes to present and discuss commendations and findings for areas of needed improvement to Cabinet

- Needs to be considered in budget conversations
- Can be used to substantiate or validate program

Course Development Stipend – Patsy

Patsy distributed updated procedures; they are also online.

- Requires departmental justification and approval (more in-depth than in the past); then dean and VP approval
- Best Practices check list to be implemented to ensure quality
- Must work with CTL – assigned to instructional designer
- Course completion form – requires departmental approval
- Could be extended to traditional course development (master courses)
- Could lead to standardization

Council thoughts and discussion

- RE: Application for Online Course Development - release time is more costly than overload

- Department head or dean should recommend what is best on case by case basis
- Questions: Remove “online” so it could be used for traditional courses (master course development) as well?
 - Broadens function of CTL
 - Improving pedagogy and student learning
- Include branch campus signature lines where applicable; date for advisory committee discussion
- Patsy will go back through forms and send to Council for review

Department Head Leadership Development

Patsy and Russell have discussed a program for development to be kicked off at Opening Activities Spring meeting.

- Learning opportunities
- Seek input; determine priorities for year
- Look at what is good

Patsy will develop.

Spring Meeting

Patsy handed out tentative schedule.

- Same format as Fall 2010
- Deans to schedule their meetings on Tuesday and Wednesday

New Business

Syllabi and CV Training and Student Evaluation Information Online

Refer to handout

- Curriculum Vitae Training is ready to go with Delton
- Faculty information has been pulled over but needs to be updated
- Syllabi format revised
- One syllabi per course (online, handout, linked)
- Spring syllabi should be in new format
- Two questions from evaluations will be posted pursuant H.B. 2504

Mark Taylor Event

A list was distributed of those signed up.

Canadian Dual Credit

Lou Ann handed out list of CTE classes she has prepared for Canadian with regard to Dual Credit for Shawn, Bill and Jerry to review.

Adjourned at 3:59.