

**Vice President's Council Meeting
December 8, 2004
Summary Notes**

Members Present: Dr. R. E. Byrd, Ron Faulkner, David Fike, Renea Fike, Mark Hanna, Jerry Moller, Sheryl Mueller, Lou Ann Seabourn, Robert Sloger, Renee Vincent

Members Absent: Toni Brasher, Bill Crawford, Bob Lee and Paul Matney

Others Present Diane Brice

Schedule 25 – Brice

Brice said that once Resource 25 is implemented, Schedule 25 implementation will begin. They will need from the departments courses which require special room accommodations such as white board, tables vs desks, lcd projector, smart classroom, etc. Labs will be pre-assigned.

She also said the maximum enrollments needs to be realistic e.g. if a class has a maximum of 40 set but traditionally has 22 the limit needs to be lowered to realistic 25 or so. Otherwise the class will be taking up space in a classroom which accommodates 40.

They propose to use Schedule 25 for adding new sections to the Spring 05 schedule.

Student and Academic Development Division Issues – Fike

- Programming for Level 1 Certificates - Delayed
- Distance Education – can additional information in scheduled via “Note” e.g., orientation information, on campus or proctored testing requirements - Delayed
- Semester by Semester Curriculum Outline in Catalog - Delayed

- New Advising/Registration Plan – Fike said the plan rewards students who get advised early

Sample:

1st week of Oct A-C

2nd week of Oct D-F

3rd week of Oct etc

4th week of Oct

1st week of Nov

2nd week of Nov

3rd week of Nov - Award Registration Week

4th week of Nov

Incentive would be that they would get their “registration hold removed” (greenlighted) and can register a week earlier than students who have not been advised. Advisers can remove hold for one semester or for several. Faculty can post their advising schedule times. Moller asked if it would be possible to go ahead and register students during Oct./Nov at the time they are advised. R. Fike said that could be possible but the reward is slanted by the alphabet format. Byrd suggested rather than alphabetical perhaps it should be by program area using CARL calls, sending letters, etc.

R. Fike asked the chairs to talk to their faculty and the topic will be on the January agenda again.

Non-Print Materials – Hanna

Hanna distributed the “Non-Print Materials Management Position Paper.” He said they are proposing an alternative strategy for managing the college’s non-print materials. Non-Print includes video, audio, cds, streaming rights, etc. They would like for the academic departments to manage all non-print materials and not have the library in the

“mix.” He proposes that beginning with building the 2005-06, funds for non-print materials be reassigned to the departments. Mark said that they have inventory of non-print materials and where it is but have no knowledge whether it is still there and available.

There is a non-print budget of \$20,000. Hanna can supply data of how the funds were allocated/spent for the past 3 years. Chairs saw no problem with new process.

Scheduling Task Force Recommendations

Two motions pass unanimously last week by the Scheduling Task Force:

1. Adopt 4-day schedule Monday/Wednesday and Tuesday/Thursday
2. Start this schedule at 7:30 a.m. daily 7:30 – 8:45 then 9:00 – 10:15, etc. This will apply only to the Washington Street Campus

There will still be many Friday only classes, weekend classes, etc. This will spread out the enrollment throughout the day. Data shows that we have 30% more classes offered at 9:25 on Tuesday/Thursday than we do 9:00 on M/W/F. This will give us one more offering slot in the a.m. Survey showed a strong desire for more afternoon classes. Sloger asked if the info could be passed to chairs/managers. Byrd said, “yes.”

Brice asked if there would be a different final exam schedule or would we be able to use the 1:15 scheduled time. Seabourn noted that if a designated time is not given for finals (even if it is during the regularly scheduled time) she has concern that all faculty would tend to give the finals on Monday and Tuesday and that would be hard for the students.

Byrd noted that students and faculty have been surveyed and overwhelmingly prefer the 4-day schedule. Student Activities were concerned but survey showed that students involved with student activities would continue to participate - even if events are on Friday. Faculty need to be aware that this is a 4-day class schedule, not a 4-day work week. Byrd noted that it will come back to the professionalism of the faculty.

It will also be mandated that no one become innovative with their own schedule which conflicts with the basic schedule. On the other hand, this schedule opens up possibilities for innovative scheduling e.g., such as ESL preferring classes five-days a week. We should have flexibility that we haven’t had before. Brice will roll over meeting times and locations for the building of the fall schedule. There were 116 out of 127 respondents to the survey on the Washington Street Campus. There was a 55 to 31 ratio in favor of 4-day schedule.

Schedule Building

R. Fike and Byrd have talked why the chairs don’t do the schedule changes rather than have the Registrar’s Office do them. R. Fike has talked to Brice and she suggested that a pilot group start with this process. Currently there are a lot of manual things that have to be looked at/changed such as census date but some of that may be more automated in the future. Brice suggested that MCC, Speech, Math, and Biology would be good pilots.

East Campus

Since the chairs have participated in a brainstorming session about the East Campus, the Board of Regents has done such. Recommendations from the Cabinet, Board, and Chairs have been reviewed and 13 items have been identified:

1. Technical Development Center
2. Partnerships w/Industry
3. Partnerships w/Education
4. Industry Specific Training
5. Programs Unique to Location (aviation, golf)
6. Ag-Related Programs
7. Accelerated Degree Programs
8. Homeland Defense
9. Expand Transportation Programs
10. Hospitality Industry (hotel, culinary)

11. Stand-Alone Programs
12. Regional Programs
13. Use Building for Support Services

Hereford Campus

R. Fike, Vincent, Matney, Jones, and Byrd met with the advisory committee and the purpose was to create a mood of existence for the advisory committee and update them on plans so that they can spread info through the community.

Title V

It appears we will qualify for a Title V Grant and will work with professional grant writers who will write for both a Institutional Grant and a Collaborative Grant with a sister institution. The grants will focus on distance education, student success for students at a distance, move toward a student call center. Two primary degrees will be AAT and General Studies totally delivered on line. Collaborative degrees with other schools for students to be able to complete a program.