**Administrative Council Meeting
Wednesday, October 16, 2013
E205B**

**Attendance**: Dr. Nolte, Dennis Crowson, Cathy Boeker, Sylvia McMullen, John O. Beaver, Becky Garlic, Lisa Caton, John Schaffer, Mark Bernier, Robert Nelson
**Guests:** Rick Church, David Corkran

1. **Kinesiology Course Load Reduction**

David Corkran and Rich Church presented to the Council a new paradigm for counting classes and contact hours for the Kinesiology instructional load. Problems have arisen in that KINE instructors teach too many contact hours for a one hour course: 48. (A one hour course generally is comprised of 16 contact hours.) A full-time Blinn College KINE instructor with 10 activity classes will teach a total of 480 contact hours during the semester. This heavy contact hour load makes it difficult to schedule activity classes, and it puts a burden on the instructors in terms of length of the teaching time. Therefore, the Kinesiology chairs have difficulty spreading activity classes across the teaching day/week because instructors have to be in class too many hours: Bryan Collegiate High School is a prime example. This heavy contact hour load also prohibits other work being accomplished in the division, like assessment, divisional duties, etc. According to the report presented, other colleges (Lone Star, San Jacinto, Collin County, McLennan and Tarrant County) have their full-time instructors teach only 6 courses (both activity and lecture) with a contact hour total for the semester of 288. David and Rick would like Blinn College to move closer to this model.

After discussion and questions, Dr. Nolte asked if David and Rick could broaden the number of community colleges reviewed by adding Tyler, Navarro, Kilgore and Trinity Valley to the list. As soon as they gather the additional information, Rick and David will forward the revised report to John Beaver who will forward it to the Executive Council.

1. **Online Administration of SPOI**

Mark Bernier stated that the electronic administration of the Student Perception of Instruction (**SPOI)** instrument has not demonstrated a number of responses to be very valuable from the faculty and division chair perspective. However, returning to a paper administration of the SPOI would be very difficult for IEEM to physically collect and process the voluminous paperwork involved. Robert Nelson stated that storage for paper responses could be too much, especially when one considers retaining years of survey responses. Mark said that one approach that has worked to improve SPOI responses for a few faculty is to offer a small amount of course credit for completing the SPOI; John Beaver suggested offering a “lottery” (with a prize like an IPad) to incentivize completion of the SPOI; and Dennis Crowson opined that one college had some success by not letting students see their grades online until they complete the instrument. Mark opined that the most pragmatic thing to do is use the approach that garners the most responses. It was suggested that the chairs work on these three strategies during the spring semester to see which works best. Mark, John, and Sylvia will form a committee to get the strategies implemented; and the Council will assess the relative success of these approaches at the end of the semester.

**III. Dean Selection**

Mark Bernier stated that faculty serving on committees for the dean interviews might be selected from a “draw-from” pool. The faculty senate could garner representatives for the pool. Dr. Nolte’s concern is getting the best persons for the jobs. The proposition is to be considered when the committees for dean interviews are created.

**IV. Next Meeting Date/Time**

The next Administrative Council meeting will be November 20th at 4:10 pm.