

COUNCIL OF DIVISION CHAIRS - January 10, 2005

Minutes

Attending: Martha Kline, Mary Barnes, Dennis Utley, Sheri Pappas, Bob Brick, Blanche Brick, Randal Hoppens, Gary Ivy, Judy Baker, Jeff Scott, Thena Parrott, Doug Pierce, Linda Flynn, Mark Wilkening, Becky Garlick, Ken French, Mark Bernier, Nancy Wright, Jane Haggerd, Larry Campbell, Bill Nix, Kevin Steele, Debbi Cook, Ron Hammond, Mary Ellen Davenport, Michael Schaeffer, Cathy Lively

Mary Ellen Davenport announced that Dr. Ron Johnston had several issues to discuss with the Division Chairs.

Dr. Johnston asked for comments on the CCSSE presentation that had been given in the general faculty meeting that morning. Bob Brick asked what did question on being prepared for class mean? It seemed that many who were prepared might actually answer they could have been more prepared while others might not take it seriously. Dr. Johnston noted that we need to look at the material and raise questions that should be considered in interpreting the surveys.

Other Items for Discussion by Dr. Johnston:

Core Curriculum Report – Assessment

1. Problem with getting faculty to report data correctly. It is also not turned in in a timely fashion. This next report will be crucial in determining the success or failure of this plan. Also, he noted that he was looking at a software package for future reporting.

Bob Brick asked about possibility of being able to change some of the strategies on these reports. Dr. Johnston noted that such changes could not be considered

2. Dr. Johnston stated that this spring we want the core committee to look at these categories where we were not successful in achieving 70% or better success level.
3. Dr. Johnston also noted that we need to be aware of the Process Completion Timeline Chart – 2001-2009.
4. Dr. Johnston also noted that there would be a need to fill out the Action on Results Form which would be important for core assessment and for SAC. Reports should be filed with the appropriate dean. Dr. Nancy Wright asked if these will be turned in at various times in the semester as the reports come out. She also suggested that we need a date on the Action Form. Dr. Johnston asked that Division Chairs email any observations on what needs to be added.

5. Dr. Johnston recommended that divisions purchase a book Introduction to Rubrics by Stevens and Leir (?) which would help define rubrics for our faculty. (Ms. Flynn agreed to order copies for the library that would be available to the divisions.) He also recommended the geology rubric in Brenham as a good example to follow.
6. Dr. Johnston reported that the Administration now had adopted an Expulsion/Denial Policy that would be in the Administration Policy Manual online.
7. Dr. Johnston noted that the Scheduling Committee would be looking at the following and asked that recommendations be sent to him or to Mary Ellen Davenport:
 - Final Exam Schedules
 - Beginning and Ending Class Period times
 - Frequency of Course Distribution
 - Room Utilization Patterns
 - Faculty Rotation Patterns
 - ACGM Ratio per 3 hr lec, 2 hr labs
8. Dr. Johnston inquired about the load reduction formula that was being revised for division chairs. He asked that this come forward as soon as possible. Davenport noted that the committee was to meet with Mr. Robertson and Dr. Johnston to consider formats since there had been concerns expressed over the previous one that had been developed.

Dr. Johnston asked if any ranking system had a division chair teaching no courses and suggested that they needed to consider how they felt about this. He also noted that Division Chairs can petition Executive Council for Assistant Division Chair.
9. Best Practices – Dr. Johnston noted that these need to identify and incorporate best practices across the institution. Divisions need to report these to go on the Faculty Development website. Divisions might want to establish a committee to report on needs of each division and to report on best practices in that division. He recommended the Active Learning website which gave national best practices and ways to better engage students.
10. Faculty Development – Needs to appoint a Director to manage the website and encourage best practices though there was no course reduction or salary for this position. He asked Division Chairs to recommend faculty for this position
11. Dr. Johnston reported that the Executive Council had approved serving as a mentor in the Honors Program to count for professional development for faculty for one of the requirements in the two year cycle. He stated that the Council had not approved the same arrangement for service learning to count as professional development because this was seen as one option that a student could choose in a course rather than additional work as was the case in the honors program.
12. Dr. Johnston recommended that division chairs look at the Texas Collaborative.org website for teaching excellence. It has an electronic professional development portfolio that we should consider.

13. Peer Visitation Program – Dr. Johnston asked that we consider how to expand it. Should we form a committee to look at it and to consider when, if ever, it should become part of the faculty evaluation system.

New Business:

1. New Faculty Orientation will be Thursday at 6:30 on the Bryan Campus H 138.
2. Blanche Brick moved that we ask the administration to consider funding the Faculty Development position rather than purchasing a \$30,000 software package for putting matrix forms online. There should be at least a one course reduction. Nancy Wright seconded this motion and it passed unanimously.
3. Dr. Wright asked again that dates and divisions be added to the Action on Results Forms and stated again that it had not been used because the results on these reports had not come out. It was suggested that institutional research might attach a copy of the action form to the report to remind us to fill these out. It was also suggested that a “no action needed” category be added to the form.
4. Several division chairs felt that we needed to stress an “appropriate dress code” and encourage our faculty to enforce this.
5. The Load Reduction Formula Committee needs to meet with Robertson and Johnston and this will include discussion of information about Assistant Division Chairs and Division Chairs teaching no classes.
6. Ken French moved that the wording on the BORIS form for faculty be changed to say professional development rather than faculty development to avoid confusion. Bob Brick seconded this and it passed unanimously.
7. The Faculty Development Committee was asked to look at the Peer Visitation program and consider some of the concerns Dr. Johnston had outlined.
8. Ken French raised the question of whether the report of the program review should be binding in regard to the recommendation of adding an assistant division chair or if the division chair should have the option to take a load reduction rather than having to accept the recommendation of the program review to add a division chair. Mark Bernier moved that this should not be a decision driven solely by the program review and that the division chair should continue to have the option of taking a course reduction. This was seconded by Bob Brick and passed unanimously.

Announcements:

1. Doug Pierce - Brenham Professional Association Spring Banquet on January 20 would showcase the Livestock Judging Team and the Choir.
2. Thena Parrott - The Rad Tech Sit Visit would be Feb 22-24. The public was invited to participate on Wednesday.
3. Larry Campbell – On Friday Feb 18 the Air Force Jazz Band would be performing in Brenham. On March 31 the Brass Quintet would perform classical music.
4. Bob Brick – The Science Olympiad would take place in Bryan on February 26.

There being no further business Doug Pierce moved that the meeting adjourn. Bill Nix seconded and the meeting was adjourned.