

**BLINN COLLEGE  
COUNCIL OF DIVISIONS MEETING**

**DATE:** August 18, 2008

**PLACE:** Blinn College Conference Center, Brenham

**PRESENT:**

**Bryan Divisions:** Bill Nix (Health & Kinesiology), Dr. Bob Brick (Natural Science), Linda Richardson (ADC, Natural Science), Dr. Marcelo Bussiki (Fine Arts), Dr. Thena Parrott (Allied Health), John Schaffer (ADC, Humanities—for Dr. Nancy Wright), Dustin Hill (ADC, Business/Computer Science & Public Service--for Michael Schaefer), Dennis Utley (ADC, Natural Science), Ron Hammond (Math), Erika DeYoung (ADC, Fine Arts), Barry Wagner (Dean, Distance Ed)

**Brenham/Schulenburg/Sealy Divisions:** Dr. Ken French (Natural Science), Randal Hoppens (Math), Mary Barnes-Tilley (Social Science), Larry Campbell (Fine Arts), Theresa Wahrmund (Parallel Studies), Linda Flynn (Director, Library Services), Doug Pierce (Agriculture), Gary Ivy (ADC, Math), Becky Garlick (formerly Humanities/Parallel Studies, Brenham—moving to Schulenburg), Randal Hoppens (Math), HF Poehlmann (ADC, Humanities), Mark Wilkening (Business & Computer Science), Rick Church (Athletics), Martha Kline (ADC, Social Science), David Corkran (Health & Kinesiology), Dr. Greg Phillips (ADC, Natural Science)

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>RECOMMENDATIONS/CONCLUSIONS</b>
I. Call to Order	Called to order at 1435 by Dr. Bob Brick, Chair.	Sign-in list of attendees passed. All asked to double check their spellings & email addresses.
II. Approval of Minutes	Minutes of 4/25/08 pending.	Becky Garlick to complete & have Dr. Bob Brick to review before placing on web-site.
III. Unfinished Business--Division Workload	<p>Dr. Brick reported that the subcommittee that worked on this project was Bill Nix, Randy Hoppens, Ron Hammond, &amp; himself. They agreed that the form was OK as it was, with slight changes to the weighting scale, proposed to the right, bottom of the sheet &amp; in blue (if you received/printed color). This is last spring's figures &amp; will determine workload for fall. Correction on name of "Tech Ed Business, Computer Science-Bryan" to "Business, Information, Public Service".</p> <p>This fall's will be figured after 12<sup>th</sup> class day &amp; will determine spring workload—will work on it early this fall d/t schedules' due dates &amp; budgeting cycle. All should keep in mind that this is "base year" &amp; will have major effects on budgeting. Dr. Brick asked for all to look at theirs closely to determine if it is reasonable. Many expressed concerns over PT faculty</p>	<p>Several complimented committee on the work—most agree with formulas.</p> <p>Correction on name of "Tech Ed Business, Computer Science-Bryan" to "Business, Information, Public Service".</p> <p>Each DC was asked to look at their numbers after 12<sup>th</sup> class day &amp; plug them into formula, then forward to Dr. Bob B.</p> <p>A new subcommittee will look at the formulas</p>

	<p>turnover &amp; asked if this could be reflected in some way in the formula b/c this kind of turnover greatly increases the DC's workload with interviews, hiring, orientation, oversight, etc. Question was raised if perhaps this could be translated to requests for clerical (Administrative Assistant) support, which is badly needed in most academic divisions—Student Workers are helpful but just not enough to lighten the workload on the DC's. Several DC's expressed that they would be willing to share an Administrative Assistant between 2-3 divisions. Question was posed by several as to where to put such a person, with office space so tight, but most said they'd find a place just to get them. Other questions posed:</p> <p>--Dr. Parrott as to extension of the maximum numbers at bottoms of scales—Dr. Brick said that they could extend on down with larger numbers.</p> <p>--Mary Barnes-Tilley asked if Schulenburg &amp; Sealy #'s were added into Brenham's—Dr. Brick affirmed that they are if the DC's do "hands on management" of those courses. Otherwise, the Campus Director manages those courses.</p> <p>--What counts in "off-campus": Early College, Prisons, Schulenburg, Sealy—counted in DC workload.</p>	<p>again &amp; see if PT turnover can be inserted in some fashion: Ron Hammond, John Schaffer, Blanche Brick, Mary Barnes-Tilley, Randy Hoppens. Committee is to meet &amp; report to October CD's meeting with recommendations. Other questions for new subcommittee to consider include how to implement ideas for clerical support.</p>
IV. New Business--Attendance	<p>Per Dr. Brick, summer students in science were angry about attendance policy &amp; being dropped after 2 unexcused absences. Dr. French noted a different quality of students in summer—perhaps attendance should be more relaxed in summer? Point was made by several that the policies should be enforced &amp; without that, they mean nothing &amp; are not legally defensible. Dr. Blanche Brick said that Social Science had a lot of reinstatements d/t legitimate needs for absences being shown.</p>	<p>Must be enforced. Becky Garlick suggested that Dr. Kemper in IR&amp;E look at statistics before &amp; after adoption of the Attendance Policy.</p>
V. Announcements	None—all made in previous meeting.	
VI. Meeting adjournment & next	Dr. Brick adjourned the meeting at 1550.	Moved—Doug Pierce.

meeting		2 <sup>nd</sup> —Randy Hoppens. Next meeting 9/19, 2008 via IVC, following Curriculum meetings in E205B (Bryan), Bullock 120 (Brenham), Schulenburg 102, & Sealy 108.
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Respectfully submitted,

Thena E. Parrott, PhD, RN (Recorder in absence of Dr. Wright)