

Council of Divisions

January 12, 2010

Welcome

Mary Barnes called the meeting to order at 2:05. Roster circulated for attendance.

Present: Mary Barnes-Tilley, Martha Kline, Randal Hoppens, Ron Hammond, Twila Miller, Gary Ivy, Linda R. Richards, Dwight Bohlmeyer, Lee Don Bienski, Dennis Utle, Doug Pierce, Mark Wilkening, Ken French, Greg Phillips, John Schaffer, Irma Valdez, Linda Bow, Nancy Wright, Robert Grande, Marcel Bussiki, Jane Haggard, H. F. Poehlmann, Thena Parrott, Linda Flynn, Blanche Brick, Brandon Franke, Susan Slowey, Jean Ricciardello, Rick Church, Bill Nix, David Corkran, Larry Campbell, Karen May, Debbi Vavra

Guests: Mark Workman, Dean of Distance Education

Minutes from the November 20 meeting were accepted as presented.

Old Business

Updates from December 16 administrative council meeting

Division Chairs Renewable Terms and Duties – This is still being considered. Karla Roper asked other colleges about contracts and found that some division chairs were under faculty contracts and some were not. Mary Barnes-Tilley commented that the evaluation process for division chairs should be looked at by the academic standards committee.

Request for Employee survey – This survey should be coming out soon. Mary Barnes-Tilley encouraged the division chairs to do what they could to get the surveys completed so we would have good feedback. There was one change on the survey from the previous one and that was that the evaluation of the vice presidents will be separated so it does not appear like you are evaluating all vice presidents generally.

Campus Cleanliness – This is being looked into for improvement.

Council of Divisions Constitution – Mary Barnes-Tilley said that this is approved by board policy so a motion was needed to amend the article that referred to approval by board president to approval by board policy. Motion was made by Nancy Wright and seconded by Thena Parrott. Motion carried.

Faculty Titles – Karen Anglin is taking the Council of Divisions proposal back to the faculty senate. If approved by faculty senate, the proposal will then move forward to the Executive Council.

Statement to Administration – The statement is being taken into consideration by Executive Council.

Mary Barnes-Tilley welcomed Mark Workman, the new Dean of Distance Education.

New Business

Office Hours Proposal

Faculty senate recommended a change in the office hours. It was proposed that the 10 physical office hours per week be changed to allow 5 of those 10 hours to be done by online office hours, appointments, etc. This would be in addition to the 10 hours that distance education instructors are currently allowed to take for teaching 3 distance education classes. This proposal would allow for a maximum of 15 hours off campus. Mary Barnes-Tilley asked council members if a response to this proposal needed to be drafted and asked for volunteers. Blanche Brick commented that it seemed more like a contract issue. Blanche Brick volunteered to chair a committee to respond. H. F. Poehlmann and Nancy Wright volunteered to serve on that committee.

Online Testing – Greg Phillips

Greg Phillips asked for the council to consider creating guidelines for online testing. These guidelines would focus on major exams. Some suggested guidelines were discussed: 1) Time limits on the test; 2) Randomizing questions; 3) Proctored by faculty in a computer lab; 4) Tests opened at a specific time with appointments being made in the learning center to take the exam. Mark Workman commented that these guidelines should include all online testing and not just testing for distance education courses. Ron Hammond commented that this sounded like something Mark Workman should look into. Randy Hoppens made a motion requesting that Mark Workman look into creating suggested guidelines for online testing. Ron Hammond seconded the motion. The motion carried.

Greg Phillips suggested that division chairs should discuss with their divisions how many are testing students for major tests online, and how much time they are giving them to complete the tests.

Adjourn

Doug Pierce made a motion to adjourn. Motion was seconded by Mark Wilkening.

Respectfully Submitted,

Karen May