Blinn College Division Leadership Council
Meeting Minutes
September 5, 2014

I. Call to order

John Schaffer called to order a special meeting of the Division Leadership Council at 2:35 pm on September 5, 2014 at IVC locations in Brenham, Bryan, and the HSC.

Purpose of the meeting was to hear from Dr. Diane Lovell and Andrea Liner, co-chairs of the Scheduling Task Force, charged in June 2014 with assessing the efficacy of the 2014/2014 class schedules.

Roll call: Roll of members attached below

Guests present: President Sylvia McMullen, Dr. Joseph Kirkland, newly hired Interim Vice President for Instruction for Academic Programs, Dr. Diane Lovell, Dr. Dennis Crowson, Karen Buck, Andrea Liner, Christy Berry.

II. Open issues

Spring 2015 Schedule: Dr. Lovell took the floor to introduce the most recent draft of the spring schedule. Her major points were:

a) The college must ensure that students are getting the full contact hours according to syllabi. Dr. Kirkland reminded us that state funding is largely dependent on contact hours.

b) For most courses the schedule formerly in place before the changes of Fall 2014 worked very well and should not have been changed. But for some courses, particularly some with labs, special accommodations will be needed to address issues related to ballooning enrollment and lack of space.

c) To correct issues related to THECB contact hours, adjustments would need to be made, possibly adding three days to the calendar and increasing the number of final exam days from four to five, possible MWF 7:00-7:50 am classes.

d) Other options discussed included relocating certain blended sections to larger rooms, testing in computer labs rather than the overtaxed Learning Center, use of Proctor U, which exacts a fee of $25 per exam from the student. The number of contact/instruction hours must be maintained and adequate.

e) Lovell asked for faculty and DLC feedback and questions, noting more information will be available next week.
f) Deadline to have schedule set up: 9/22/2014
   Live for student viewing: 10:15/2014
   Current students begin to register 10/20/2014
   Guests left at 3:25 pm.

III. New business
   a) Schaffer: reminder that this emergency could have been avoided had the committee started work in June when first appointed. Encouraged FLC to send their comments and questions via the newly announced communication structure.
   b) Established the name of this body should remain as voted on: the Division Leadership Council.
   c) [New business/summary of discussion]

IV. Adjournment
   John Schaffer adjourned the meeting at 3:30 pm.
   Minutes submitted by: Linda Bow
   Minutes approved by: [Name]
Members in Attendance:

John Schaffer  Brandy Ermis
Michael Hutton  Bryn Behnke
Lisa Wiese  Jaime Schroeder
Grady Hendricks
Lee Don Bienski
Irma Valdez
Linda Bow
Abby Baumgardner
Jennifer Garcia
Eric Miller
Shonda Whetstone
Robert Stanberry
Sandra Chumchal
Max Hibbs
Roxanne Brown
Brandon Franke
Nathan Krueger
Elizabeth Sharpe-Aparicio
Craig Jeffrey
David Corkran
Katherine Wickes
Shelley Pearson
Sami Rahman
Amy Winningham