

Somerset Community College
Regular Faculty Meeting Minutes
August 15, 2008

The meeting was called to order by the Chair Kim Cleberg at 11:00am EDT.

The minutes from the April 25, 2008 meeting were approved as posted.

The first order of business was to elect the secretary of the faculty. Porter Mayberry was elected as secretary for the 2008-2009 Academic year.

Tracy Casada stated that current PeopleSoft has a wait list option. If you do not have one for your particular class, just contact Glenda Jones. It is currently set up for five people, but you can have it customized to fit your needs. The wait list will be consistent with payment.

There was some discussion as to whether students were aware of the drop rules. Mid-term grades can be entered on PeopleSoft. Glenda stated that they can be entered using Blackboard as well. It was also mentioned that there were no advising workshops available this past year. There will be some available shortly to prepare for advanced registration in the fall. Topics will include degree auditing, transfer information, and a "catalog 101." Deborah Gaines would be willing to attend division meeting to help train the faculty if you would just let her know in advance.

The Faculty Council will discuss who will set the time frame for the summer sessions in their next meeting. Note: It has **not** been determined at this time for Summer 09.

Sharon Whitehead stated that bi-term schedules are available on PeopleSoft for students who have enrolled late. The **only ones that are being offered are the ones on the schedule**. There is a syllabus checklist available on the web page. It is simply a format to follow.

Tony Honeycutt commented about trying to reach a core or optimum schedule. We've had a lot of scheduling problems, but we need to commit to our students that we will maintain the schedule that is listed. We are going to continue to look at courses required and try to answer questions such as where, when and what is necessary. We will add bi-term classes if necessary to accommodate students' needs. Dr. Honeycutt thanked everyone for their help with the schedule and their work on advising and asked that everyone please continue.

The leadership team asked for a survey to be conducted regarding the four day work week schedule.

The meeting adjourned at 12:05 pm EDT