

## **Somerset Community Faculty Meeting Minutes**

**October 26, 2007**

### **CALL TO ORDER**

The meeting of the faculty was called to order at 11:00 am by Lois McWhorter. Lois asked everyone to be sure and sign in and asked that someone from each location submit the sign in sheet to Pam Bridgman.

The minutes of the September Meeting were approved as distributed.

### **REPORTS and UPDATES**

#### **Dr. Honeycutt's Reports and Updates:**

Virtual Learning Initiative VLI:

The VLI was initiated by KCTCS to place programs online to market audiences not currently being served and reach out of state enrollments. The next meeting about the VLI will be held next Thursday, November 1 at the KCTCS system office. There is upcoming deadline of December 1, for proposals to KCTCS to offer programs online. Programs that are selected to be placed online then have one year to modularize and develop the entire program. Programs in discussion to be part of the VLI are Business Administration, Supervisory Certificate in Industrial Maintenance, Criminal Justice, Early Childhood, MIT, IT, Nursing, Homeland Security, and Education, as well as courses in Oral Communication, Writing, Computer Literacy, Mathematics, Science, Social Interaction, Heritage, Humanities, and Foreign Language. Students must be able to start at any time and will have a defined end time. Advising, financial aid, clinical sites, and other issues are questions still to be answered. Discussions are ongoing with faculty and other colleges. The first courses are scheduled to be available January 2009. At that time the entire program would be required to be available. Sharon Whitehead suggested a faculty forum be arranged after the meeting next week. Dr. Honeycutt will announce later a date for the forum.

Technology in the Classroom:

Several labs have been updated and computers from those labs are being redistributed to faculty, staff, and other labs across the college. The computer lab at the Russell Center is being replaced. The computer systems from the Russell Center are not suitable to be recycled. Two smart classrooms are being added at the Somerset Campus, one in the Meece Building and one in the Cooper Building. Faculty are encouraged to make specific technology needs known.

Web Site:

The Web Site is constantly being improved. It has been noted that the Class Schedule is difficult to find and scroll through. An update is being made for identification of the schedule and to aid in navigation of the many screens of the schedule. A shopping cart feature is being explored that will allow students to select classes and place them in a shopping cart to easier manage possible course selections. The search engine is also being refined. Minutes from faculty meetings will be posted as a link on the web page.

Academic Dean Search

The Academic Dean search is still ongoing. One additional applicant has been received. The posting is still active.

#### **Tracy Casada Reports**

PeopleSoft:

Tracy has asked that faculty input grades in PeopleSoft. The input by faculty results in a more accurate grade input. The staff in Student Services will be available to help faculty input information if needed. Faculty may still elect to turn in their grades via a paper grade roster to Student Services.

## Advising Windows:

The enrollment dates for students are set by KCTCS. Advising can occur before the enrollment window is open for students. The advisor can activate the self service enrollment upon completion of advising and the student can then register as soon as their window becomes open. Transfer credit hours and legacy credit hours should count when determining when a student's window is open

## **Ann Zwick—Fulfilling the Promise and the Foundation**

Ann will be sending out a report via email to all.

## **NEW BUSINESS**

### Pharmacy Tech Program:

Margy Blankenship requested that the Pharmacy Tech Program be offered at the Laurel North Campus in the new Allied Health Building. There was no discussion. Linda Ballard made a motion to approve the Pharmacy Tech Program. The motion was seconded by Steve Hammons. Motion carried.

### Graduation List for December 2007:

Tracy Casada presented the Graduation List for December 2007. Kevin Bradford made a motion to accept the students named on the list for the December 2007 graduation. Daniel Burnett seconded the motion. Motion carried.

### Online Evaluation of Advising:

Dexter Alexander sent out the link for the Evaluation of Advising Form for a test run. Faculty noted that some of the questions do not apply to online advising. Jon Burlew wanted to clarify that the faculty council wanted faculty to try the form and give feedback to their faculty council representative. Tracy Casada added that at this time we cannot hold a student's registration until an advising form has been submitted. This is not available through PeopleSoft at the system level at this time.

## **ANNOUNCEMENTS**

### Writing Portfolio Volunteers Needed:

Johnna Atkinson-Bigelow reported about an upcoming training for 4<sup>th</sup> Grade Writing Portfolios. She is seeking some volunteers to work with students on Portfolio Development. Faculty from any discipline can be involved. She needs at least 5 volunteers.

### Monster Bash:

The Monster Bash at Somerset Community College Somerset Campus is this Friday night at 6 pm.

### Sing-In Sheet

Lynn Shearer reminded everyone to sign in or be accounted for on the sign in sheet and forward the sheets.

## **ADJOURNMENT**

The meeting adjourned at 11:43 am.

## **RESPECTFULLY RECORDED BY**

Donna Logan, in the absence of Pam Bridgman, Secretary