

**Title III Advisory Team
August 2, 2004
3:00 – 4:20
Meece Hall – Room 116**

Members Present: Dr. Jo Marshall, Dr. Tony Honeycutt, Roger Angevine, Rob Spencer, Joelyn Prather, Brenda Saunders, Mary Petry, Lynn Crabtree, Arthur Dawson, Linda Bourne, Dexter Alexander, Karen Mounce, Mandy Davis, Deanna Barnes, Kim Cleberg, Ron Tomlinson, Gail Stringer, and Tammy Woodall.

Notification of regrets for absences from several members was received along with their approval and/or suggestions for items that were to be discussed. Upon arrival, the member was given a folder consisting of the meeting's agenda and drafts of forms, policies, and brochures that were to be discussed.

The meeting was called to order by Roger Angevine, who introduced the new center's staff, Brenda Saunders and Tammy Woodall. The meeting was then turned over to Brenda Saunders. The minutes of the last meeting were approved by the Advisory Team.

Open discussion began with possible names for the center. Brenda Saunders suggested that a contest be held for the students to name the center and the prize to be a gift certificate from Cracker Barrel for \$50.00.

A team of volunteers consisting of Mandy Davis, Joelyn Prather, Rob Spencer, Karen Mounce, and Brenda Saunders will develop the contest guidelines and will distribute information to the students regarding this. A flyer will be developed by the time classes begin for distribution at the Bookstore. Rob Spencer volunteered to distribute the flyer at the Laurel Campus. Linda Bourne volunteered to distribute information to other campuses also.

The next item for discussion was the center's mission statement. The mission statement was supported by the committee and agreement was made that as the Center grows the mission statement will change along with its growth.

The next item discussed was the policies of the center. The draft of the computer usage rules was reviewed and suggestions were made. The "no chatting" rule raised concern to faculty that some web based classes required chatting; therefore, this needed to be reconsidered. Also, the printing by staff and students raised concern and needed to be clarified. The rules of the center needed to also be consistent with the rules of KCTCS. A team of volunteers consisting of Karen Mounce, Deanna Barnes, Linda Bourne, and Lynn Crabtree will work together on revising the computer policies.

The draft of Preparing for the Session with a Writing Tutor was discussed. The computer usage rule needed to be revised on this form. It was mentioned that it just be deleted and that the rules developed by the above mentioned team would apply to the whole center. Questions were then raised as to whether eating and drinking at the work tables away from computer stations in the center would be permitted. Dr. Marshall advised that the rule for "no eating and no drinking" be center wide. Mary Petry brought concern that students with medical conditions need to be able to do this for medical reasons. Also, not allowing snack foods and sodas would inhibit students from

using the center. Dr. Marshall strongly urged the committee to reevaluate this policy. It was then determined by the Advisory Team that only bottled water would be allowed in the center.

The draft of Preparing for the Session with a Math Tutor was discussed. Providing answers to math problems brought question from math faculty. The tutors will not provide answers to the math problems nor will the center provide the book containing the answers. Arthur Dawson questioned if class projects could be conducted during normal class times. Brenda Saunders and Roger Angevine welcomed faculty using the center for this, but to take into consideration the number of students versus number of computers available at this time. Also, appointments from students needing tutored brought concern from the instructional specialists. Tutoring is available on first come, first served basis. If appointments are made, students may miss appointments, which then cause delay for students that have walked in needing tutored. If appointments are to be made, it is to be only with a peer tutor. Gail Stringer and Mary Petry volunteered to work on revision of this draft.

The draft of the center's brochure was discussed next. Suggestions to improve the overall phrasing of the brochure were made. Dr. Marshall advised that we include a positive statement under the heading of what we offer students. Mary Petry advised we include equipment that is to be accessible. Other suggestions were to include offering students workshops and a place to study. Mandy Davis suggested that she would like to see study groups to form in the center. Dr. Marshall advised that including "North Campus" on this should be excluded. The Center is to encompass other campuses as well. The hours were determined by the advisory team to be Monday-Thursday, 7:30 a.m. to 7:00 p.m. and Friday, 7:30 a.m. – 4:30 p.m. The earlier time in the morning would allow students somewhere to study before classes begin. Brenda Saunders and Tammy Woodall will work on this revision.

The draft of Tutor Recommendation form was discussed next. The question as to if we actually "pay" tutors was addressed. The form needed to be changed to recruiting tutors, if we were not going to be paying them. The suggestion was made to contact the Work Study Programs to see if we could use students who have the appropriate background to become a tutor. Mandy Davis suggested recruiting tutors from the Thi Beta Kappa Club.

The draft of the Tutoring Referral Form was brought to question if it would be used by faculty. This is still open for discussion.

The Faculty Consultant Agreement was discussed next. Dr. Marshall advised that there needed to be a difference in the contracts for the volunteer faculty and the faculty that are to receive the stipends. The faculty consultants that are to receive stipends are to be available in the center for a minimum of 20 hours per semester. Dr. Honeycutt advised that the contract state that the faculty receiving the stipend would "consider" a Professional Development Opportunity to visit an exemplary site and not be restricted to having to travel to a site to fulfill the agreement. Discussion continued with question if faculty in administrative positions could be approached for the center. It was determined that any faculty or staff with a trained discipline was welcomed to participate in the center. At this time, Wanda Bolze, has contracted to become a faculty consultant. Brenda Saunders suggested exemplary sites for faculty to visit. At this

point, one Faculty Consultant has been identified. Brenda Saunders will meet with Division Chairs on Faculty/Staff Orientation Day, Monday, August 9th. She will challenge other faculty to volunteer or become Faculty Consultants.

As the meeting was drawing to a close, Brenda Saunders informed the Team of the status of the software for the center. Accutrack has been selected and Deanna Barnes is currently working on the License Agreement with the vendor. Lynn Crabtree wanted to know the status of the position for the Reading/Writing Instructional Specialist. Dr. Honeycutt stated he was currently working on this along with Rose Bates in Human Resources. There were also questions regarding the transition of the SCC Bookstore to Barnes & Noble. Dr. Marshall assured the Team that transition would be smooth and that new technology had been put in place and was currently being used.

The meeting was brought to a close with agreement from the Advisory Team that they would be contacted about the next meeting to be scheduled in September.