

**Title III Advisory Team
September 1, 2004
3:00 – 3:45
Student Commons**

Members Present: Dr. Jo Marshall, Dr. Tony Honeycutt, Dr. Barbara Jones, Roger Angevine, Brenda Saunders, Mandy Davis, Linda Bourne, Susan Gadd, Lynn Crabtree, Tracy Tucker, Dana Muse, Arthur Dawson, Mike Prater, Ron Tomlinson, and Tammy Woodall.

The meeting was called to order by Roger Angevine. The minutes of the last advisory meeting were approved by the Advisory Team.

Dr. Jones opened by stating she was pleased with the progress that had been made within the last few months and that we are approaching the end of the first year of the Title III grant.

Brenda Saunders updated the Advisory Team on the number of faculty consultants. At this point, there is one signed proposal by Wanda Bolze for the CIS-100 course. There are six potential consultants from the following disciplines: Math, Science, Writing, Oral Communications, Economics, and Psychology. There will be six faculty consultants for year 2003-2004 and an additional six for 2004-2005. There will be opportunity for several more proposals to be included.

Roger Angevine updated the Team on the wiring progress. At this point, we have wiring drops throughout the center and power poles that will be installed. This should be completed by Monday. However, there may be no connections for the wiring in the communications room.

Brenda Saunders reported on software availability to the team. Accutrack has been received and will be shared with Student Support Services. Also, any other lab that may need Accutrack can have access to it because a campus-wide licensing agreement was purchased. The STAR Center will have available Maple 8 and Derive 5 for Mathematics, Real Writing for Humanities, Skills Bank 4, and Microsoft Suite for general student use. Steve Stephens with the IT department has volunteered to assist with using these programs. At this point we have 15 faculty volunteer tutors, 4 peer tutors, and 2 volunteer peer tutors in addition to the full-time instructional specialists in Writing and Mathematics.

Furthermore, Brenda discussed the name of the center with the Team. The committee that was appointed chose to select a name and develop a contest for a logo. STAR (Student Tutoring and Academic Resource Center) was selected and the logo contest will end on September 6th. Several students have participated in the contest and submitted very creative and artistic work.

Brenda informed the Team of the policies for the center. Math and Writing have completed their respective policies. However, Deanna is still working on the policies for the computer usage.

Mandy Davis gave a presentation of the STAR Center's Webpage. This is linked from Somerset Community College's Main Page and the Student's Home Page. Dr. Jones advised that the Department of Education funding for this center needed to be included on this webpage. Mandy informed the Team that she has been granted access to update this webpage, which will prevent schedules and information update delays. Dr. Marshall advised that tutor schedules include a.m. and p.m. to prevent confusion. Roger Angevine suggested adding Microsoft Suite as software that is available. Links for faculty are available and Mandy will be glad to add these links for any faculty who will send them. The calendar of workshops showed four workshops that are available in September. Dr. Marshall advised to include a description for the MLA Workshop.

Linda Bourne questioned if this will be expanded to the other campus locations. Brenda Saunders stated that the grant did fund this to eventually develop at other SCC campuses. Linda Bourne suggested that the workshop information be sent to all faculty including adjuncts. This raised concern as to using e-mail. Dr. Marshall mentioned that only 160 faculty/staff out of approximately 400 have accessed their e-mail in the last year. Therefore, e-mail is not always the most effective means of communication. Linda Bourne suggested sending all information electronically and also following up with a paper copy.

Brenda Saunders commented that appointment of committees would be beneficial in certain areas. Dexter Alexander had advised her that an evaluation committee would need to be formed and he volunteered to serve as chair. Brenda also would like to see a committee formed for selection of Faculty Consultants. There are only 6 stipends per year and if more than 6 are presented this committee would serve to select the consultants. However, at this point one is not needed but will be appointed if the need arises.

An open house for the STAR Center was approved by the Advisory Team. After completion of wiring, and when the Center is fully functioning, a date and time will be planned.

Brenda Saunders informed the Team of three potential conferences. The first conference will be Oct. 13th-16th in Kansas City, presented by College Reading and Learning Association. The second conference will be Nov. 7th-10th in Tampa. This will be presented by League for Innovation, a Conference on Technology. The other conference available will be Nov. 7th-9th in Nashville, TN. This will be the 11th National Conference on Students in Transition. Any faculty interested in these conferences should contact her. Brenda informed the team that two trips for September have been arranged to visit exemplary Title III sites at Owensboro Community College on Sept. 10th and at Northwest Shoals Community College, in Muscle Shoals, Alabama on September 15th and 16th.

Open discussion was welcomed. At this time, Mike Prater questioned how the Center will benefit at the Technical programs. Ron Tomlinson advised that technical Math courses could benefit from the tutoring that is available at the center. Also, links could be added to the web-page that students could utilize. Lynn Crabtree suggested that counseling links could be added to the web-page.

The meeting was adjourned at 3:45 p.m.

