

Amended Minutes March 17, 2006

Criterion 3 Meeting Sub-Committee Chairs, February 23, 2006

Criterion 3 Sub-Committee Chairs present: Tom Cardwell, Mabel Hayes, Michelle Hamilton reporting in Judy Vineyard's absence. Judy was out of town. Cheryl Bernhardt absent due to a death in her family. Co-Chairs present: Dr. Julia Schroeder, Dr. Brenda Erickson

Dr. Schroeder opened the meeting by handing out Cheryl Bernhardt's report. Dr. Schroeder referred to the faculty survey. Mark Henson is to submit the faculty survey electronically to term faculty. Dr. Schroeder suggested a hard copy be sent also, because not all term faculty had access to email. It was suggested also that Cheryl Bernhardt might change the survey to be returned to Dr. Schroeder instead of herself. Dr. Schroeder would have her staff do the tabulation, Dr. Schroeder will discuss more with Cheryl when she returns to work. Dr. Erickson reported on the three questions received from Cheryl Bernhardt to the Sub-Committee Chairs. Dr. Erickson stated she had the answers.

The discussion went on concerning **3b** sub-committee

3b Opportunity for Improvement

The sub-committee felt the opportunity for improvement was writing the report. Dr. Erickson didn't interpret it as such. Dr. Schroeder agreed.

3b Strengths

1. Technology to enhance teaching
2. Personnel to enhance teaching - 3 areas were cited: Learning Lab, Word Processing Center, Distribution
Dr. Schroeder suggested those three areas as being support area
3. Faculty development opportunities
4. Process for new course development

3b Opportunities for Improvement

1. Faculty involvement in professional organizations
2. IAI guidelines and other accreditation guidelines inhibit creativity in course development. Dr. Schroeder did not feel this was valid. Discussion followed. It was agreed it was not valid.

Dr. Erickson stated there were four strengths and one opportunity for improvement.

Three questions to be answered about student surveys and about the environmental scan. There were specific questions about the report. Dr. Erickson had made note those questions should go to Mabel Hayes or Dr. Payne.

3a -Tom Cardwell

3a Strengths

1. Academic Achievement Implementation Committee progress data
2. Students have access to their own classroom final grade – unsure of this being a strength, discussion followed.

3a Opportunities for Improvement

1. Improve or formalize Continuing Education assessment and include Business and Industry. Discussion followed. More information needed from Barry Hancock. Michelle Hamilton stated Business and Industry area working on way to obtain feedback from the training. Dr. Schroeder stated improvement could be in establishing a complete cycle process. More discussion followed regarding student evaluations. Dr. Schroeder stated maybe we should rely less on student evaluation for assessment. Dr. Erickson thought it should be stated in a more positive way into how to expand student evaluations. Discussion followed on the wording.
2. Consider Instructor (or Dept Chair) personnel follow-up survey in order to increase the number of replies on follow-up surveys of students
 - a. Felt survey would be more readily accepted if a more personal touch were used

3c – Mabel Hayes

Stated have nothing written from their committee because they had just met the day before.

3c Strengths

1. Positive relationship with areas of Business and Industry
2. Opportunities for instruction in several physical locations
3. Programs and support programs are in place for all ages – Lifelong Learning

3c Opportunities for Improvement

1. The environmental scan does not exist for continuous improvement.
2. Advisement system inconsistencies. Academic staff do not always know what is available in development education, etc., and students being placed in correct classes. Some students are registering on-line. Discussion followed. It was mentioned there were tapes and a manual on advising. Apparently, not all advisors were aware of these.

3d – Michelle Hamilton reporting in Judy Vineyard’s absence

3d Strengths

Michelle mentioned some of the strengths had already been mentioned by the other sub – committees and Dr. Schroeder stated 3d would be meeting again. Mike Seagle had been very ill and Judy Vineyard is off campus. Michelle mentioned the sub-committee would be meeting February 28th. Dr. Erickson asked if Michelle had anything that could be used for the Monday Faculty Staff Development day. Michelle gave the co-chairs a copy of the report.

1. Facilities, lab resources and clinical sites. Also, working with a lot of the area business and partnering with them for practicum and clinicals.
2. Title III Grant - the teaching learning center, learning lab, IT, technology training.

Michelle referred to the appendices of the handout on the learning laboratories that are on campus.

3d Opportunities for Improvement

1. Area assessment of the learning resources, over use of assessment faculty level. Discussion followed. Input from advisory committee for learning resources. Advisory committees are just for career area. Input from advisory committees, staff and employers. Question was asked if Business and Industry received input from programs that are offered from the staff, such as formal surveys. Michelle said that most input is received from the staff being involved in professional organizations, such as chambers, etc. Michelle stated her area offers “hot topics” and provides the software, etc. for the specific training. Dr. Schroeder stated we need examples of evidence and we might need to put in the resource room. Mabel Hayes stated there is information from MAN-TRA-CON workforce that validates. Dr. Schroeder asked if there was anything else and Michelle commented on the lack of technology in the conference center. Teleconference capabilities, phone lines, etc. There is only one smart class room. Discussion followed. Dr. Schroeder commented the need for consistent technology throughout campus and knowledge of the availability throughout the campus. She also stated this topic has been discussed in her focus groups. Discussion followed. Michelle stated that for a brief period of time the technology availability was on the Intranet listing rooms that were available. She felt the information on the Intranet was very useful, but is no longer available.

Dr. Erickson asked if any work had been done regarding the budget and plan. She mentioned that Mike Seagle was assigned the budget, but he had been ill. Michelle stated she had nothing to offer on the budget and plan. *Judy Vineyard has reorganized the committee and is in charge of the budget section. Judy is still gathering information to report at a later date.* Mabel Hayes stated a question had been raised by Judy Vineyard, if she was to look at every budget or just the learning resource center budget. Mabel suggested that Judy look at the resource center budget over the past two years and if we

think we are focusing on teaching as a learning a priority, and is that being reflected in the learning resource center budget. Discussion followed. Michelle stated instead of looking at every department, they broke down into categories such as learning laboratories. She then referred to the appendices Learning Laboratories both off-campus and on-campus. Dr. Erickson stated she thought the report might be ready at this point. She suggested sending it out to see if people agree with the listing and ask if anything is missing. Michelle stated that she had sent an email to Mike Seagle, Mary Ellen Abell, Keith Kendrick, and Mike Morgan, those were the four faculty that had the majority of labs. She stated she had not heard back from everyone as yet. Michelle knew about the Work Force area. Dr. Erickson suggested that Dr. Schroeder go to the department chairs. Dr. Schroeder said she would give it to the department chairs. Mabel Hayes suggested including Kay Fleming. Michelle stated that Sheila Colombo's report was very thorough. Discussion followed regarding the family literacy program and the extension centers.

Dr. Erickson mentioned that we want to be sure Claudia Merrett's comments about improvements are documented regarding the GED center in the Alongi Center. Dr. Erickson asked if that would fall under 3b? Discussion followed.

Michelle Hamilton asked about dual credit being included at West Frankfort High School about the lab fees, aerobic center. Dr. Schroeder said Michelle would have to talk to Jerry Bechtel. West Frankfort has some type of facility they are awarding dual credit for those high school students using that facility because they have a grant that purchased the equipment. There is a room at MAN-TRA-CON being used for dual credit for the CNA program at West Frankfort.

Michelle stated in looking at the facilities, it is impossible to list them all. Mabel Hayes said there are over 100 sites for instruction. Discussion followed on how to define. Dr. Schroeder stated do not go back more than two years. Tom Cardwell asked about the learning labs for stenography off campus. More discussion followed.

It was mentioned that 3b committee was struggling with what should be in the appendix. Mabel Hayes said she would answer questions concerning this. Mabel said to be consistent, Dr. Schroeder said to submit quotes for the margins. Discussion followed on different items to be in the appendix.

Michelle Hamilton mentioned about the need of new employees having an orientation. Dr. Schroeder mentioned Instructional Faculty and Staff are given orientation. Michelle stated other personnel have no orientation at all. Dr. Schroeder mentioned she would pass this on to personnel.

Everyone was to note that March 30th is the date to submit rewrites. Dr. Schroeder and Dr. Erickson thanked everyone in attendance and the great progress the committee has made.

Meeting was adjourned at 10:00 a.m.

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