

Behavioral Sciences Division Meeting Notes November 16, 2007

Date: November 16, 2007	Time began: 3:05	Time ended: 4:15 p.m.
Name of Meeting: BS Division Chair: Dr. Pat Lefler		Recording Secretary: Tricia Platt-Mosby

Present:			
Pat Lefler	Tricia Platt-Mosby	Guest : Bonnie Nicholson	
Maria Rutherford	Staci Holderman		
Kelly Hagan	Pat Nation		
Laura Williams	Karen Mayo		
Kirk Knott	Donna Murphy		
Cynthia Ingle	Gary Santana		

Agenda/Issues	Discussion	Action
Call to Order	Pat L. called the meeting to order at 3:05 pm	
Additions to the Agenda	No additions to the agenda were requested.	
Approval of Minutes		Laura approved, Tricia seconded.

<p>Committee Reports:</p> <p>Faculty Council –</p> <p>Rules –</p> <p>Academic Standards -</p>	<p>-A Rules change will be initiated by the Academic Standards committee related to withdrawal from classes. -Laura asked for support to request a wording change when the proposal is presented to Faculty Council.</p> <p>-Kathy Swango has proposed a rule that would call for alternates for the Curriculum Review committee (CRC) to alleviate the difficulty of achieving a quorum. It was tabled for FC members to discuss the issue within their divisions. -Kelly explained that meetings can be extremely long so members may not be planning accordingly. Also, if designated members are absent when proposals are reviewed then those changes may be delayed, affecting implementation dates. If a quorum is not met the same problem occurs. -Pat L. stated that the FC sub-committee chaired by James Kolasa did not recommend alternates because of the difficulty of “getting up to speed” with all of the information under review by the committee.</p> <p>-Pat N. reported from Sandy Carey that all faculty need to advise due to PPE requirements. There will probably be a return to the system of assigned advisors/advisees and mandatory advising. -Pat L. reminded faculty to report all advising activities on the PPE form: office hrs., email, appointments, etc.</p>	<p>-BS Faculty voted unanimously to approve the proposed Rules change. -Unanimous approval was also given for Laura’s proposed amendment.</p> <p>Faculty rejected this proposal and charged Pat L. to relay these recommendations to the FC/CRC :</p> <ol style="list-style-type: none"> 1. Laura-Faculty not able to fulfill committee obligations should not be nominated to serve. 2. Kelly-CRC members who cannot attend a meeting could communicate about proposals under review via email so the entire committee could be informed as to any problems, issues, or recommendations. 3. Pat L.- All division members should be informed of the demands of Standing committees before the next Division elections to make informed decisions.
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<p>Committee Reports: Marketing & Enrollment Action Team -</p> <p>Faculty Strengthening Ties Task Force -</p> <p>Assistant Dean Search -</p>	<p style="text-align: center;">Discussion</p> <p>-Kelly stated that enrollment for Academic (gen ed) programs is lower but Technical program enrollments have risen. -A survey of students conducted by the Transfer Center revealed the top three things that students are seeking in a college: 1) quality of instruction, 2) advising support, 3) transferability. -As enrollment levels off the Action Team is addressing the question of how BCTC can advertise/market to compete with other schools within the current budget constraints.</p> <p>-Laura reported that the Task Force sent their recommendations related to customer service issues to Dr. Hellmich and the President.</p> <p>-Donna Murphy, Chair announced the committee: Stacy, Tricia and John. Everyone in the Division will be contacted for input. Individuals may self-nominate or send names forward to the committee <u>after</u> gaining consent. Nominees must be tenured, have continued status or be an Assoc. Prof. Two names will be forwarded to Dr. Hellmich with a list of strengths/weaknesses. If only one name is submitted a justification must be included.</p>	<p style="text-align: center;">Action</p> <p>Kelly requested suggestions from Faculty to address these issues.</p> <p>Call or email Donna with nominations by Wed., Nov. 21.</p>
<p>Agenda/Issues Computer Literacy -</p>	<p style="text-align: center;">Discussion</p> <p>-This requirement can be met by taking a course or a test. CIT 105 was rejected for this at the System CRC but Dr. Hellmich has approved CIT 105 and IMD 100 to meet the AA/AS degree computer literacy requirement for BCTC. -Pat L. distributed the KCTCS Definition of Computer Literacy handout with information for students who may be interested in taking the test. -Students must take the By-Pass exam before the first day of classes in order to get credit for meeting the requirement. -Cynthia related that Don Halcomb has information about testing on the CIT website prior to administering the By-Pass exams.</p>	
<p>Gen Ed Outcomes Assessment -</p>	<p>Technical faculty (IECE/SDC) need to work on this task as it is important for the next SACS visit (2009).</p>	<p>Technical faculty must develop assessments to document that gen ed outcomes are embedded in technical classes.</p>

Agenda/Issues	Discussion	Action
Syllabi -	<p>-In order to facilitate the archiving of syllabi faculty are required to complete the Syllabus Checklist and attach it as the first page when submitting syllabi to the program coordinators.</p> <p>-Faculty who teach more than one section and/or at extended campuses should include the following statement on a cover page (prior to the checklists) when submitting multiple syllabi: "Course name/Sect. represents all sections of ___ taught at (campus/online) by instructor."</p> <p>-Laura commented that SDC syllabi do not include gen ed outcomes.</p> <p>-Discussion occurred regarding the possibility for separate checklists for technical and gen ed courses.</p>	<p>Faculty need to name syllabi and use the checklist per the protocol recently distributed via email.</p> <p>For example: IECE180-15E1 Mosby; and "PY110-A represents all sections of PY110 taught at Danville by Staci Holderman".</p>
Finals Week	<p>A memo from Dr. Hellmich will announce that beginning next semester faculty will be required to schedule student papers, exams and/or projects to be submitted during Finals week and post office hours to "remain engaged in the campus community."</p> <p>-Cynthia objected; in her opinion this policy is not in the student's best interest. This would require all final exams to be administered in the same week instead of having them spread out during the last weeks of classes. Other faculty stated the difficulty in grading such major assignments "at the last minute".</p>	
On-line Exams	Pat L. polled faculty for anyone who requires proctored exams.	Faculty who require online proctored exams need to be available during finals week to proctor for others in an "Exam Center".
Late Registration Advising Hours	Pat L. reminded faculty to submit their schedules. Pat N., Laura and Kelly raised concerns about advising in the pit. Some advisors have been turned away due to insufficient room in the computer labs and then have been asked to choose other hours to meet their advising requirements.	Pat L. will recommend to FC on behalf of the BS division that there should be sufficient computer space to accommodate advisors or explore the idea of using several rooms.
	Meeting was adjourned at 4:15 p.m.	