# Date

**Meeting Time**

**AM or PM?**

09/10/14

3:30

PM

# Work Group Information

Work Group Name

Meeting Location

Faculty Senate

Library DLL Room

Note taker's E-mail Address

Meeting Purpose

NFCC Work Group Meeting Minutes

wychel@nfcc.edu

Monthly Meeting

Meeting Facilitator/Chair

Daniel Harris



# Members in Attendance:

Daniel Harris Lynn Wyche Susan Taylor Jennifer Page Efrain Bonilla

Roberta Lacefield Jay Welch

Dottie Dobbs Mike Stine Gunter Maresch Elias Paulk Julie Townsend Brandi Browning Francis Agama Philip Taylor Robin Pearson Billye Robinson

Bonnie Littlefield Joanie Cruce Danielle Sadler

GUESTS

Dr. Erle Kay Hogan

Susan Taylor David Dunkle Daisy Garcia Dani Mays

Bill Eustace

**Agenda Items**

1) Approval of Minutes

2)

3)

Old Business

1. Institutional Effectiveness/SACS Update, Susan Taylor
2. QEP 101, Kay Hogan New Business

a) New Course Proposal: Automation Production Technology, David

Dunkle

1. Timeline and Charge for Senate for General Education Core Implementation, Sharon Erle
2. Meeting Times/Days for Senate
3. Revision of the Instructor Evaluation process, Susan Taylor

**Review/Discussion of Previous Action Items**

Action Item #1 Minutes from April meeting approved

Action Item #2 Institutional Effectiveness/SACS Update, Susan Taylor Please look at the Website for resources. Be aware of the newsletter and review the information about the SACSCOC committee members.

Action Item #3 QEP 101, Kay Hogan

Ms. Hogan presented a Power Point presentation about the new QEP Engage for Success. QEP will run from 2015-2020. Two SACSCOC requirements related to the QEP; Core Requirement 2.12 and Comprehensive Standard

3.3.2. Please be aware that SACSCOC reviewers may stop and ask any NFCC employee or ask to meet with any employee to ask about the proposed QEP. Ms. Hogan presented the process for selecting and developing the new QEP. This QEP should compensate for the decline in college prep enrollment and help those students going directly into ENC 1101 and MAT 1033. These

courses, according to institutional data, are high-risk and high- enrollment classes. The QEP can have a greater impact on the population and are considered "gateway" courses. These courses are prerequisites for many other courses and programs. This QEP will offer additional support services for students enrolled in these courses such as;

Engagement skills help Tutoring

Study skills help faculty interventions

additional academic support inside and outside the class

Engagement is defined for the purpose of the QEP.

Student Learning Outcomes are designed to support the mission of the QEP.

Implementation of the QEP includes; formative self-assessments

required office visits performance prognosis Checklist feature in D2L Referral to academic coaching

These strategies are already being used in some courses.

Ms. Hogan will send out the Power Point to all faculty for review.

These strategies will serve other courses as well. The purpose of the QEP is to pilot programs that can be expanded for campus-wide implementation. More information to come.

Ms. Jennifer Page introduced the new academic coach Ms. Roberta Lacefield. She specializes in assisting with the Math and Science classes. Please send inquiries or referrals to ASC@nfcc.edu.

(refer to the QEP report for definitions and supporting documentation).

# Progress of Previous Action Items

|  |  |  |  |
| --- | --- | --- | --- |
|  | In Progress | Tabled | Completed |
| Previous | Action | Item | 1 |  |  |  |
| Previous | Action | Item | 2 |  |  |  |
| Previous | Action | Item | 3 |  |  |  |
| Previous | Action | Item | 4 |  |  |  |
| Previous | Action | Item | 5 |  |  |  |

**Discussion Points for New Action Items**

1. New Course Proposal: Automation Production Technology, David Dunkle

600 hour PSAV state-defined program headed by Bill Eustis. The program has industry support as well as the possibility of financial support from area industries. Students will be able to intern with area businesses.

This program should meet Pell Grant requirements. Waiting on the approval from SACSCOC. Syllabi previously sent to faculty. Open house September 25th 12-7pm with lunch provided. Class size will max at about 25. The program expects at least 20 students. Industry MSSC (Manufacturing Skills Council) certification will be available. Invitations have been sent to area schools and districts.

Motion to accept Automated Technology program made by Efrain Bonilla and Seconded by Elias Paulk. Motion Passed

1. Timeline and Charge for Senate for General Education Core Implementation, Sharon Erle

Gen. Ed. core changes are coming next year. These changes have to be in placed in time for the catalogue.

It is not required for the institution to offer all of the core courses but we do have to accept them as transfer credits.

Timeline below;

October Senate meeting-

Any courses of the core that we do not yet offer needs to be submitted with the syllabus by this time to get state course numbering in time

November-

Establish what courses in our curriculum beyond the core that will be offered for the institutional Gen. Ed. requirements.

It is not required for the institution to offer all of the core courses but we do have to accept them as transfer credits.

Dr. Erle will leave it up to the faculty if they would like to handle this departmentally.

After this is done then then then degrees can proceed with emphasis. Which are internal codes for transcripts.

March

With the 36 hour requirement, 6 hours would be flexible which can be used for the meta-majors. This will allow students to use those extra hours towards their proposed major.

Senate will need to decide which meta-majors to include. Currently there are business, education, and nursing in place. Others could be arts and humanities, manufacturing and construction, public safety, STEM, etc... It will be up to the Senate how to form committees to do this and should be completed by March.

This is to encourage students to declare a path of study by 30 hours as required by the state.

This if for AA degrees but that core courses should be included with the AS degrees.

1. Meeting Times/Days for Senate

Second Wednesday of each month for meetings. Next meeting will be Third Wednesday to avoid a conflict with he SACSCOC visit.

1. Revision of the Instructor Evaluation process, Susan Taylor

Please make a decision about the instructor evaluation. The evaluation has been sent out. Ms. Taylor passed out a copy of the prosed evaluation with the old questions with the new proposed changes. Some changes are grammar changes, suggestions for deletions, and breaking one question into two questions. Question #9 was amended. Three questions were added. The survey is now 18 questions. Some new questions were added to accommodate SACSCOC requirements. One question is reworded to survey safety. New question proposed about classroom technology and D2L. This question will be sent to the faculty. Ms. Taylor asked the senate to help with designing a question about D2L. Faculty should send comments to Ms. Taylor. The title will be changed to Course Evaluation and not Instructor

Evaluation. Course Evaluation will follow a Likert Scale format. Please send suggestions or questions to Ms. Taylor. This should accepted by the 19th.

It was suggested that D2L questions be separate questions. Should questions be included about banner, single sign-on, degree works? Do these questions relate to the Course? It was suggested that these be included in the Graduation Survey. Ms. Taylor will add a question about D2L usage within the course for review.

Proposed question additions/changes-

Q8 Instructor maintains an up-to-date gradebook on D2L? Q14 should add technology including D2L...

Surveys will be given twice a year.

# Meeting Summary - Task Assignments

Action Item 1

Motions: Motion to accept Automated Technology program made and Seconded. Motion Passed.

Task Assignments- 1)Course Evaluations:

Please send suggestions or questions to Ms. Taylor. This should accepted

by the 19th.

2)Common Core:

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Dr. Erle will leave it up to the faculty if they would like to handle this departmentally.

March-

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**Date of Next Meeting**

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# Location of the Next Meeting

Library DLL