

ACADEMIC COUNCIL MINUTES
CE 207
11/19/07 – 4:00 PM

PRESIDING: Carmen Simone

PRESENT: Joanna Anderson, Brandi Atnip, Jon Blesi, Rich Burk, Dave Cherry, Melissa Connely, Lois Davis, Laura Driscoll, Erich Frankland, Tammy Frankland, Dawn Gallinger, Jolene Knaus, Paul Marquard, Barbara Mueller, Glenda Pullen, Anne Rognstad, Joe Simon, Kent Sundell, Karla Volpi, Gretchen Wheeler.

ABSENT: Everett Akam, Lynnette Anderson, Liz Ott, Deanna Schaff, Eric Unruh.

GUESTS: Michelle DeSalvo, Rich Fujita.

I. Call to order 4:00 p.m.

Carmen informed the group that Randy Stutheit announced at the pre-board meeting that he will be retiring at the end of the 07-08 academic year.

II. Approval of minutes of October 15, 2007. Jolene Knaus made the motion to approve; seconded by Erich Frankland. Motion passed.

III. Reports

A. Rich Burk, Curriculum Committee: Rich outlined the contents of the October 17 and November 7 curriculum packets previously distributed via email to Council members.

1. October 17, 2007 Curriculum Packet: D. Cherry made the motion to approve; B. Atnip seconded the motion. Motion passed.
2. November 7, 2007 Curriculum Packet: J. Simon explained that Faculty Senate had originally tabled the request by the Fine Arts Division to change the lecture/lab computation for visual arts courses. After several emails from Linda Ryan, an electronic vote was taken and the Senate voted to approve the proposal in order for Visual Arts to meet their NASAD accreditation requirements. E. Frankland made the motion to approve; P. Marquard seconded the motion. Motion passed with the Faculty Senate changes.
It was noted that changing the lecture/lab combination affects load and FTE.
Rich noted that the deadline for materials to be submitted to be included in the next published catalog will be November 30.

B. P. Marquard, Higher Learning Commission: Criterion documents have been modified by each subcommittee and sent out for review by division chairs. Each subcommittee is reviewing two documents of other subcommittees. Comments will be submitted and the document will be rewritten and presented to the subcommittees for final approval.

C. Joe Simon, Faculty Senate: Faculty Senate met November 19th and approved a request by Joanna Anderson to extend the drop date by two weeks effective fall 2008 (November 15). Anderson felt students were not being given adequate time to review their grades and try to improve an unacceptable grade with additional coursework prior to the deadline. J. Knaus asked for clarification whether strict enforcement of the deadline will be expected once the deadline is extended. Carmen said that the college will continue to allow students to go beyond the drop deadline if that is the instructor's choice.

M. Connelly will be sending a letter to non-divisional faculty in the areas of Educational Resources and Continuing Education to see if they would like to change the way they are currently represented on Faculty Senate. A decision will be made once comments are received. The Senate is working with Dawn Gallinger on the faculty evaluation process. Dawn will visit the next meeting to discuss how the process might be changed.

December 3rd is the deadline for sabbatical applications to the Senate. Joe will send out a third email to notify faculty of the deadline.

The Senate is in the early stages of working on intellectual property and copyright issues.

A uniform approach to distance education class evaluations will be discussed in the spring.

D. Laura Driscoll, Dean of Continuing Education: Laura discussed the Happy OLLI Days and gift certificate ad promotion.

ABE/GED will again be holding an open house with a variety of holiday baskets for sale.

Laura received notification last week that they had received yet another Employment Training for Self Sufficiency grant to train eligible participants on drywall installation and finishing.

Laura commended John and Megan on their show of support and enthusiasm during the Kuka Robotics visitation.

The business incubator feasibility study is in progress. Larry Albertson, the consultant, had a meeting with the Business Division along with approximately 30 additional community meetings. He reported that his visit to Casper was the most productive initial meeting he has ever had. He was pleased with the support shown by the community, the support for resources, and various suggestions at identifying funding sources. Laura asked for input from Council members as to what areas of education offered at the college could really launch and have the potential to move into specific business scenarios. Secondly, she asked for comments as to specific programs that Casper College offers that lack gainful employment opportunities in the area.

E. Karla Volpi, Information Technology: Carmen explained that Karla will be replacing Kevin McDermott on Academic Council. Karla explained the new portal interface that will be active but not fully functional beginning fall 2008 semester. Among other advantages, the portal will act as a single point of entry and allow single sign-on for employees and students. Concern was raised with time-out issues with various programs being used on campus such as WebCT.

Questionnaires on the portal interface are currently out for comment by faculty and students.

Karla encouraged members to fill them out and encourage their students also to do so.

Information Technology is also getting ready to implement a new document imaging system on campus. It will initially be used in the student services area and expand from there.

A more simple email sign-on/address is being considered for students.

F. Rich Fujita, College Relations: Rich discussed the credit class schedule format that will be used for spring 2008. He asked for thoughts on shifting to a more sophisticated slick-cover look with a two-color interior marked to identify distance education courses as part of the main body of credit courses rather than presenting them in a separate section. Using the color red as the second color as opposed to blue or another color was discussed. The distribution date to community members was also discussed.

Rich has received input that the reliability of delivery has been a problem with tagging on to local newspaper distribution. Distribution will be direct mail in the future. With the continuing education schedule as a separate publication, Casper College will have six issues a year which qualifies the college for a periodical rate with the postal service.

Glenda commented that she would like to be able to review curriculum committee actions for new course descriptions, prerequisites, etc. that have been approved since last year's catalog deadline for inclusion in the schedule. Rich felt that was a good idea and welcomed the input.

G. Barbara Mueller, International Education: There was a very good turnout for David Zoby's brown bag presentation at the Library.

A brochure on the Japan trip scheduled shortly after graduation was distributed.

Barbara asked if everyone had received her email on the bus-about program. She asked for responses and comments.

Barbara will be visiting our Thailand sister institution in December and will be teaching a 4-day workshop. She may be requesting a variety of information from faculty and employees to help her put her presentation together.

A trip to another sister institution in Oaxaca, Mexico is being planned for late October or early November. International education will be working with the alumni association in hopes of getting approximately forty people to make the trip.

The Title 6 Grant for International Education and Languages is still in progress with Katie McMillan's assistance.

Barbara received a Rotary scholarship to teach in Poland spring semester 2009.

H. Anne Rognstad, Learning Communities: Anne reported that Dawn Gallinger is beginning her assessment on learning communities programs. Learning communities will be sending Claudia Stewart and Jill Hughes to the Math Conference in January. Anne attended an international conference in Indianapolis. She will be distributing information received at that conference. Interest is already being shown in a possible course offerings dealing with writing on what you hear. She distributed a brochure listing the learning community offerings for next semester.

I. Ev Akam, Honors Program: Ev Akam is on temporary leave. Questions on the Honors Program should be directed to Lois over the next couple of weeks. A concern was raised that some of the honors courses are flagged with a block when students are attempting to register. Lois advised that Alison McNulty should be contacted and she will remove the block on an individual basis. Carmen commented that Casper College has signed an articulation agreement with UW on the Honors Program. They are the fifth university to articulate with us on the honors program.

J. Gretchen Wheeler, Service Learning: Gretchen reported baseline survey results. Currently 48 faculty are offering service-learning and 74 courses have some form of service-learning component. Future plans are to complete the agency needs assessment and publish the "Link". A survey on the number of agencies they are working with, a survey on the number of students that are participating in S-L activities this semester, and a survey on number of service hours CC students completed in fall semester are also planned.

A partnership with Serve Wyoming has been established. It involves a data base for service agencies to post information about their agencies and post their service needs. It also includes involvement with Ameri-Corp, which can offer opportunities for our students to serve, join Ameri-Corp and receive scholarships for their service.

Three branches that form the foundation of "Center for Learning through Service" will be operational by spring semester – a service-learning branch that is growing each semester; the 2 + 2 = 5 Program that will run a pilot program this spring with the GEAR-UP Program; and the Casper College Student Volunteer Service which is coordinated through Barb Meryhew and the student housing and activities office.

The Casper Early Childhood Learning Center, the Tate Museum, the Casper Children's Theatre and The Vision Therapy Project are agencies interested in working with service learning. A presentation is planned with the Casper Chamber of Commerce Educational Committee.

K. Dawn Gallinger, Assessment: Dawn reported that there are new Perkins guidelines that must be followed in order to receive funding. Programs that are willing to follow those guidelines will be determined in February.

CAAP instructors and courses will be selected in the next two weeks. Instructors will be notified in order to build the CAAP assessments into their classroom schedule.

Dawn reported that she will be working with faculty senate on the course evaluation process.

L. Lynnette Anderson, Library Services: Michelle DeSalvo reported in Lynnette's absence. By the beginning of this November the library saw an increase of 15 % in strategy reference questions and a 30% increase in the number of information literacy classes. **Several** databases have been added to the library's current offerings. Michelle distributed a handout on the interlibrary loan procedure currently being followed at the library.

M. Melissa Connely, Tate Museum: Melissa reported that they are working on updating their strategic plan which expires next year. They will be examining their current plan to see if they have accomplished what they had planned and if they are meeting the goals that had been set. The annual Tate Museum open house is scheduled for Dec 1st.

Tate Museum representatives have been making an effort to get more involved with various campus organizations. Several commented on the increased visibility of the Tate since Melissa has been in charge.

A mammoth museum display is currently in the works.

N. Mentoring Committee – Erich Frankland: Recent meetings of the Mentoring Committee have involved meeting with representatives from UW/CC and an informational meeting on student advising. Erich said that new faculty are not necessarily attending the Mentoring Committee events and asked the division chairs to encourage their new faculty to attend. He has received positive feedback from those who have been attending. Erich asked for suggestions and/or comments on setting division hosted meeting similar to last year's activities. He would also like to get community members involved in coming in and talking about various events going on in the area.

Dr. Nolte will host new faculty and their mentors at his home in January to celebrate "surviving semester one".

O. Kent Sundell, Salary and Benefits Committee: The Rosenthal application deadline is December 3. Kent is waiting for more applications to come in.

IV. General Comments

Joanna Anderson explained her philosophy for approving student credit overload. Students should go directly to Joanna if they are planning on registering for an overload. She requires a semester of graded coursework at Casper College or previous college coursework in order to make a decision to allow overload. If a student is new this semester and does not have previous coursework, she is encouraging them to go ahead and fill out an add slip for the additional classes and leave it with her. She will look at their grades in the January and decide whether or not she will approve adding the courses. If she does approve the overload, she will turn the add slip in for the students and get them registered. She commented that overload impacts financial aid and the academic rigor involved to succeed. She said that she also has to consider revenue issues involved when students register for additional credits far over the 12-credit full time status and pay no additional tuition.

The next meeting of Academic Council is set for December 17 at 4pm. in CE 207.

Meeting was adjourned at 5:05 p.m.