

Academic Success Department Meeting Minutes

Monday, August 22, 2016

 1:30 pm – 2:30 pm

J-206

**Attendance:** Kelley Newhouse, Karen Maguire, Wanda Day, Heather Olson, Dr. Martin Tawil, Troy Tucker, Dr. Mary Ellen Schultz, Dr. Duke DiPofi, Scott VanSelow, Renee Hester, William Shuluk, Dr. Mary Myers, Robert Olancin, Naira Hernandez, Angelica Gonzales, Steven Bianco, Marianne Dent, Dr. Eileen DeLuca and Dr. Kathy Clark. (8\_22\_SignInSheet)

Guests: Dr. Joseph Van Gaalen, Allison Studer, Donna Merritt

1. **Welcome:**
* Dr. and DeLuca and Dr. Clark welcomed everyone to the meeting.
1. **Summer Fun!**
* Faculty shared summer travels and highlights.
* Congratulations to Dr. Mary Ellen Schultz for completing her doctorate.
* Kelley Newhouse’s final dissertation has been approved.
1. **Updates:**
2. Academic Structure

Wanda Day has been elected as the Academic Success Coordinator. In her role as Academic Success Coordinator, Professor Day will be providing academic leadership for the disciplines of Reading, EAP, and SLS.

Professor Day attended the department chair/department coordinator on August 22, 2016. The purpose of the meeting was to inform the faculty about the possible new Academic Structure. The June, 22 email from Dr. Jeff Stewart described the proposed change:

In receiving feedback about a replacement for the dean of Arts, Humanities, and Social Sciences, one model that has emerged is a return to a structure which creates a unified Associates in Arts degree program. This model would include a single dean and the addition of associate deans to support both Arts, Humanities, and Social Sciences and Pure and Applied Sciences respectively. It has been suggested that aligning the two schools under Arts and Sciences allows for better coordination for General Education and AA program planning and can better support efforts for student retention and completion. It was further recommended that we align the Division of Academic Success with the school as well, again, supporting student’s success towards graduation.

Wanda distributed a list of Guiding Questions for Considering the Academic Structure (Attachment 1). She would like feedback between now and the next department meeting (September 9). She will collect all responses and report back to Dr. Stewart at the September department chair/department coordinator meeting.

1. Summer and fall enrollment data

Dr. Clark remarked upon the growth in all areas (Attachment 2).

1. Spring 2017 Schedule

She anticipates similar growth in spring.

1. **Professional development (application process)**

The application is online in the Document Manager

1. **Adjunct Faculty Mentors**

There are many new adjuncts teaching SLS1515 this fall. Full time faculty are encouraged to mentor the new faculty. Every new adjunct completed the boot camp this summer, and are prepared to teach.

1. **Committee Opportunities**

There are opportunities to join the academic standing committees for the upcoming year.

1. **Updates/Overview of Achievement and Satisfaction Data**
2. Dr. Joseph Van Gaalen and Allison Studer presented the results of the Academic Success Assessment for AY 2015-2016 (Attachment 3). The success rates remained consistent with the corresponding terms of the previous year.
3. **Reminders**
	1. Syllabi and Office Hours are due to Dr. Clark by Wednesday, August 24
	2. The fall department meetings are scheduled for September 9, October 14, and December 9, from 9 am – 11 am. The FYE faculty meeting will follow from 11-12. The Reading faculty will meet from 12-1.
	3. Minor changes to SLS1515 course shell
		1. Title IX assignment is not 15%, and is optional
		2. The date says 2017. Change to 2016
		3. Dr. Clark is receiving good feedback regarding the course shell updates.
	4. SLS 1515 Community of Practice presentations will be led in the following sequence:

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| --- | --- | --- | --- | --- |
| **September** | Wanda |  | **January** | Duke |
| **October** | Mary Ellen |  | **February** | Kelley/Mary |
| **December** | Scott |  | **April** | Heather/Martin |

1. **Meeting Minutes**

Mary Myers volunteered to take the meeting minutes for the general department meeting.

The meeting concluded at 2:30 pm

Minutes submitted by Dr. Mary Myers

**REA0019 Faculty Meeting – August 22, 2016, 2:30 pm**

Present Renee Hester, Karen Maguire, Wanda Day

1. Discussed the new requirements of the Townsend Press online program

2. Set up dates for the rest of the semester’s REA0019 meetings. We will meet at 12:00-1:00pm on September 9, October 14, and December 9.

**EAP Breakout Session – August 22, 2016, 2:30 pm**

1. Introduction of Wanda Day
2. Classroom Enrolment Issues with lower levels
3. Better marketing of our program
4. Textbook Concerns
5. Online materials and instructions for instructors and students
6. Current Procedure for “Independent Study” classes
7. Other Questions, Comments, Concerns