October 14, 2016 Meeting Minutes

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Black, Cheryl |  | x |  |
| Coman, Marius | x |  |  |
| Donaldson, Kurt |  | x |  |
| Fay, Erik | x |  |  |
| Furler, Robert |  |  | x |
| Gaidos, Gabriel | x |  |  |
| Hepner, Roy | x |  |  |
| Hermann, Henry |  | x |  |
| Hooks, Ed | x |  |  |
| Israsena Na Ayudhya, Thep | x |  |  |
| Jester, Roz |  |  | x |
| Koepke, Jay |  | x |  |
| Liu, Qin | x |  |  |
| Manacheril, George | x |  |  |
| McDevit, Dan | x |  |  |
| McGarity, Lisa | x |  |  |
| McKenzie, Jonathan | x |  |  |
| O’Neal, Lyman |  | x |  |

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|  | Present | Absent | Excused |
| Ottman, Tina | x |  |  |
| Page, Rebecca | x |  |  |
| Paudel, Yadab | x |  |  |
| Porter, Emily |  | x |  |
| Romeo, Peggy | x |  |  |
| Shaw, Mary |  |  | x |
| Trevino, Marcela | x |  |  |
| Ulrich, Melanie | x |  |  |
| Vala, Teju | x |  |  |
| Verga, Vera | x |  |  |
| Wilcox, Bill | x |  |  |
| Witty, Mike | x |  |  |
| Wolfson, Jed | x |  |  |
| Xue, Di | x |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Wendy Athens | x |  |  |
| Ann Mantell | x |  |  |
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1. [Minutes of Sept](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\August%2022,%202016%20Meeting%20Minutes.docx) 9th  [meeting](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\August%2022,%202016%20Meeting%20Minutes.docx):

Melanie Ulrich moved the motion to adopt the minutes seconded by Marius Coman. The minutes were adopted.

1. Spring schedule questions:

Those who have good ideas on improving scheduling system were encouraged to share those ideas with George Manacheril.

1. Meeting of the minds sessions:

These concluded sessions were useful and were designed to provide faculty with constructive information on general education assessment strategies. Those who have questions on General Education Assessment, were encouraged to contact Don Ransford or our assessment coordinator Marius Coman.

1. General Education Assessment:

The Learning Assessment Committee has identified “**Critical Thinking**” and “**Quantitative Reasoning**” as the focus for General Education Assessment for AY 2016-2017. All full-time and adjunct faculty are asked to submit artifacts (either from new or existing assignments) that, in their opinion, best represents attainment of the “Critical Thinking” or “Quantitative Reasoning” General Education Competencies. Any assignment—from short-answer quizzes, to essays, projects, or videotaped presentations—will be acceptable. The committee is looking for more quantitative reasoning assignments this year. Also, Marius updated the faculty on the following:

1. It is important that we receive submissions from dual enrollment instructors as this is a SACS focus. Marius has contacted Mario Iorfida, Jacqueline Curls and Gail Dolan informing them of the need to participate in the general education assessment process.
2. Volunteers for assessing the proposed quantitative reasoning artifacts are needed. Bill Wilcox volunteered to help with the assessment. Anybody willing to undertake this college service activity, please contact Marius Coman.
3. Please use the general education assessment form and send your submissions to Marius latest by October 21.
4. Common final updates:

Common final updates for BSC 1010, BSC 1011, CHM 2045, BSC 1051C and PHY 2048 were received and forwarded to Allison Studer. BSC 1085C and BSC 1086C will have the updated versions ready by Monday October 17. All other courses that have common finals will use the existing versions. For the past three years our focus courses for assessment were BSC 1010, BSC 1011, BSC 1050C and BSC 1051C. Focus courses are generally courses that are offered in more than one mode of instruction such as ground classes, online and dual enrollment classes. For the past two years, dual enrollment offerings for BSC 1050C and BSC 1051C have not been promising. This fall we have no dual enrolled students in these classes. The only dual enrolled classes we offer in the fall are BSC 1010/L on Charlotte, Collier and Lee high schools and a medical terminology section in a Collier high school. At the same time, our online offerings have increased to 15 courses. Courses offered in all three modes are BSC 1010/L and HSC 1531. Medical Terminology does not have a common final yet, and we don’t have a full time faculty teaching this course. Therefore, we cannot include that among the focus courses. Therefore, focus courses for 2016-17 will be BSC 1010/L (all three modes), ISC 1001C (ground and online) and PHY 2048/L (ground and online). All other courses that have common final in place will be assessed routinely in the fall and spring semesters.

1. [Lab safety](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\Student%20Safety%20Contract-present.pdf) [agreement](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\Student%20Safety%20Contract.pdf):

A lab safety contract form that is currently used on the Charlotte campus was shared for discussion. Faculty overwhelmingly agreed to replace any other existing forms with this in all science labs on all campuses. A copy of the approved form is attached along with this minutes.

1. C courses and contact hours:

Currently we have several 3 credits 3 contact hour C courses. In our April meeting Martin had asked us to review these courses to make sure that a C course allows sufficient contact time for lab activities along with lecture hours. A C course must have a minimum of 4 contact hours, and the following options were discussed as possible changes to the existing 3 credit 3 contact hour C courses.

1. Change them to 3 credit 4 contact hour (2 lecture + 2 labs) classes
2. Change to 4 credit 4 contact hour classes
3. Change to 4 credit 5 contact hour classes
4. Remove C and make them courses without lab components and keep them as 3 credit 3 contact hours.

Course supervisors were asked to discuss this in their course groups and decide on the best possible structure they would like for their courses and start the process of preparing Change of Course Forms by the end of this semester so that they can be presented to the Curriculum Committee either in January or February 2017.

1. Syllabus section IV:

New master files syllabus templates could be available for the spring semester with amended section IV. Look for it the in the Document Manager by the end of November.

1. Class cancelations:

Martin had expressed concern that some faculty have been cancelling classes without consulting the administration.

If anybody has to miss a class, please discuss that with Martin, and arrange for alternative ways students can be meaningfully kept engaged for the class period including providing class activities on Canvas such as lecture videos, discussion forums or assignments. If you arrange a substitute for your class, please inform Martin of the arrangement.

The meeting closed at 1:40 PM.