

Department Chair Meeting

September 22, 2009

Minutes

Present:

Colleen Jorgensen, Joan Smith, Verne Ingram, Marilyn Smith, Steve Brown, Terry Reeves, Amy Braziller, Debra Nickell, Steve Kaye, John Breece, Rick Reeves, Meredith Hibit, Kerry Edwards, Julie Schneider, Leticia Sara, Bill Haas, Sherry Dewald, Lori Burns

Guest:

Linda Yazdani, Andrew Stevens

Linda Yazdani spoke on the upcoming events for International Studies.

We are going ahead with forming an education agreement with Tsuruoka National College of Technology which is located in Yamagata Prefecture, Japan. We are developing a student, faculty, and staff exchange program. All faculty interested in reading through some of the papers which were sent over from Tsuruoka are more than welcome to visit Linda Yazdani's office. Most of the papers deal with math, physics, and economics- the subject matter mostly relates to engineering.

In addition, in November (15th-21st) a consortium of administrators and faculty from various colleges in Yamagata Prefecture will be at the college. Faculty and staff are encouraged to interact with this group as much as possible.

Additional school agreements are being worked on with Ulan Ube, Siberia and Ulaanbataar, Mongolia.

VE-135

Andy spoke on VE135 surveys.

We discussed the VE-135 Follow-up survey and how to improve the response rate (currently 30%, suggested for program approvals 50%). After explaining the rigidity of the timeline and questions Andy suggested having faculty call students from their programs after going through our current process. The current process involves three e-mail blasts, and two mailings (one to those with no e-mail, and one to those that don't respond to the three e-mail blasts).

1) Andy will provide chairs with a list in excel of the un-responded graduates from their programs in February (allowing a month to call). He will also include a link to the survey in survey monkey so that the responses from the phone calls could be directly entered into survey monkey.

- Although the majority of chairs understand the importance for program renewals, the feedback was mixed. Some said they would be willing to call but were hesitant to add more responsibility to currently busy workloads. Others were reluctant to do the calling.
- Ultimately it was suggested to leave this up to each department.

- 2) Andy also suggested making the e-mail and mailings look and appear to come from more familiar person in the particular department (ie. chair or faculty).
 - This idea went over well with the majority of the group.
- 3) We discussed the problem of student out dated contact information and the possibility of entering the contact info from the grad apps into Banner. More follow up is needed to determine if this is feasible.
- 4) It was suggested by Lori that faculty get the word out to student early and often that we will be following up with them after graduation and the importance of their feedback to our programs.

Banner 8

Banner 8 will be implemented the day after Thanksgiving. We should not notice anything.

The system will begin housing the RRCC's email in January.

By April 2010 they should have the new Faculty Management module up and running.

D2L

Reminder, all full time faculty needs to attend the D2L training in October. Chairs please encourage your part-time instructors to also attend training. Part-time instructors will be paid \$20.30/hr (half teaching rate) for attending the training.

FLU UPDATE

Michele will be sending current flu updates.

- Please work with your part time instructor on being flexible with sick students
- Make students aware that if they have a fever they should stay home. Instructor cannot tell students to leave if they are sick
- Faculty should have flexibility with class assignments with students who are sick.
- We are currently working with the night crew on wiping down the desk/tables in classrooms

Max teaching load for part-time instructors

Colleen was ask to re-look at the teaching load for part-time instructors and follow what other colleges are paying their faculty

12 adj credit hrs Fall

12 adj credit hrs Spring

10 adj credit hrs Summer