

**INSTRUCTIONAL AFFAIRS COUNCIL**  
**Tuesday, April 8, 2008**  
**Minutes**

A meeting of the Instructional Affairs Council was held on Tuesday, April 8, 2008 in the Sea Shell Room at the Advanced Manufacturing and Technology Center. Attendance was as follows:

**Official Members**

Joseph Cliburn (Chair)	present	Jennifer Leimer	present
Dean Belton	absent	William Martin	present
David Besancon	present	Larry Miller	present
Angela Bryan	absent	Jan Moody	present
Nica Cason	present	Janice Poole	present
Sandra Cassibry	present	Brenda Rivero	present
Beverly Clark	absent	Raymond Tanner	present
Danny Clark	present	Lynn Tincher-Ladner	present
Kathy Dedeaux	present	Bill Yates	present
Kirk Drennen	present		
Linda Fayard	present	<b><u>Others Present</u></b>	
Sharon Gordon	present	Leslie Gilliland	
Patti Holloway	present	Michael Knowles	
Sherry James	absent	Shekira Fortenberry	
Anna Faye Kelley-Winders	absent	Anjelica Holliman, Recorder	

- I. CALL TO ORDER. Dr. Cliburn called the meeting to order at 9:00 a.m. He announced to everyone that this will be the last meeting for 2007-2008. This will also be the last meeting for Ms. Cason, Mr. Martin, and himself since they will be retiring. Dr. Poole introduced Ms. Shekira Fortenberry who is the new Evening/Weekend Coordinator at the West Harrison Center.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under New Business: V.D. CLARIFICATION OF IP GRADES. Mr. Martin.
- III. MINUTES OF PREVIOUS MEETING – **February 8, 2008**. All previous minutes of the IAC have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
  - A. EXECUTIVE COUNCIL ACTION. Dr. Cliburn stated that the Faculty Evaluation Procedures has been approved. Ms. Kelley-Winders is working on achieving NAIT accreditation. The IAC recommendation that LLS 1413 be classified as college-level and counted toward graduation and the revised placement scores for mathematics has been approved. IAC will begin working on COMPASS English scores in the fall. The ADN Selective Admissions proposal and the Time and Effort Report have both been approved by Executive Council. The Medical Withdrawal policy that came from the Student Services Council has been tabled and sent back for clarification on specifications on refunds and fees.
  - B. COUNTING DEVELOPMENTAL STUDIES AS CREDIT. Dr. Cliburn tabled this item.

- C. REVISIONS TO IAC MEMBERSHIP AND COUNCIL RESPONSIBILITIES. Dr. Cliburn stated that the Planning Council has approved some changes to the IAC membership. One of the goals for council restructuring is to increase faculty representation. All councils will be affected with the exception of Executive Council and Finance Council. The new system eliminates the need for elected faculty positions from each campus and appointments will now be on a rotation based on department and campus. The centers will continue to have elected faculty representation. A handout was distributed showing the membership for 2008-2009 including a table with the schedule for rotating membership. Faculty Association Presidents from each campus have been added to this council. IAC has always had about a third faculty representation on the council. Dr. Moody asked if the developmental studies chairs will be rotating. Ms. Tinchler-Ladner responded they will not, but they can always be added next year.
- V. NEW BUSINESS.
- A. ASSIGNMENT OF ADVISORS. Ms. Gilliland distributed a handout describing the Student Advisement System Development Team proposal for fall 2008 along with the Advising Syllabus. One of the objectives of the Title III grant is to improve student advising. The first recommendation is the advising syllabus. Faculty advisors will be expected to share the syllabus with new advisees at the first advisement session, supplying a copy to the student and keeping a copy for the student's file. The syllabus will be available on the forms drive beginning in the summer of 2008 in order to be implemented fall 2008. Ms. Leimer asked if this could be sent to the students to get an electronic signature so the students could just email it back. Ms. Gilliland stated that this could be done. Ms. Leimer suggested adding a statement about online and other fees is not refundable. **IAC recommends approval to use the Advising Syllabus form with changes noted above.**

The second recommendation is a change in how advisors are assigned. Mr. Knowles developed a program to attempt to match students with faculty in the student's declared major with preference given to his or her first semester instructors. The goal is to assign students to advisors from whom they are taking classes during the first semester of enrollment. This program only recognizes the information that is in Banner. Campus personnel will be able to go into Banner and make corrections before it is implemented. Right now all three campuses assign advisors manually, and it is being done differently at all three campuses. At the larger campuses, this is a time-consuming process. Starting in fall 2008, the computer center will run the advisor assignment program every fall and spring semester. Mr. Knowles will first send a request to the Student Services Dean and the Instructional Dean at each campus to verify the accuracy of the advisor lists in Banner during regular registration. An advisor major assignment form has been developed to support this process. The Friday after late registration, the Computer Center will run the assignment program for each campus and send the results to the deans. Mr. Knowles has run two tests so far. There have been some issues with developmental students, but it has been worked out by changing the criterion from students taking three developmental courses to students taking two.

A flow chart was distributed to illustrate how the program will work. The program finds students without an assigned advisor (generally all new students). The first step of the program is to determine whether a student is enrolled in two or more developmental courses. Students who meet that criterion are then matched with an advisor who is a developmental studies advisor, with first preference given to students' instructors. In the next step, students the program considers are general studies (undeclared majors) students. If any of a general studies student's instructors is an advisor, then the program creates a match. If none of the student's instructors are advisors, the program looks for advisors with the fewest advisees.

Remaining students are matched with major subject instructors. Students will not be able to see their advisor in Banner until the program is run again. Based on the results of the process described above, the computer center will send a report of the automated assignment to the deans' offices so that they or their designees can determine if any adjustments should be made. Once the campuses have had the opportunity to make adjustments on the Advisor Major Assignment form, the program will run again, this time populating the advisor/advisee matches in Banner. At this point, students will have access to their advisor's name in Web Services. The process repeats each semester making assignments only for those students without assigned advisors.

The success of this automated system relies on the cooperation of campus personnel. Ms. Gilliland hopes that this council will endorse this overall plan and provide the advising syllabus to faculty so this can begin in the fall. Ms. Tincher-Ladner suggests that a report be run with short list of anyone retiring or not here anymore to be included with the first report. Ms. Holloway suggested including anyone that has transferred campuses. Ms. Leimer asked if this would take into account students that do not have an advisor anymore due to retirements or reassignments. Some members of the council asked for clarification and voiced some concerns. Mr. Tanner asked who will make these assignments. Dr. Cliburn stated that decision will be made by the dean. Ms. Gilliland stated that if approved to go ahead for the fall, the program can be analyzed for success and additions and/or adjustments can be made as they become necessary. Mr. Martin asked about night students. Mr. Knowles stated that criteria have not been developed to determine how to handle those students yet, but once decided he can handle that. Ms. Gilliland stated that a decision will also need to be made on how to handle distance learning students. More than likely, these students will get assigned to someone that is teaching them since the program looks at their schedule. **IAC recommends approval of the process for assigning advisors.**

B. REVISIONS TO FACULTY EVALUATIONS. Ms. Tincher-Ladner distributed the current and the proposed Student Evaluation of Faculty evaluations. Because the evaluation of faculty is going to be used in our SACS reports, it has been proposed to update the terminology used in the form from "course objectives" to "student learning outcomes." Approval is needed to make these vocabulary changes so it can be updated on the forms drive. Mr. Drennen asked if the words student objectives or course objectives will not be used anymore. Ms. Tincher-Ladner stated that consistency is needed with using student learning. Ms. Holloway added that the form date will need to be changed. **IAC recommends approval of the evaluation instrument with the changes noted.**

C. ADMINISTRATIVE STATEMENT 212-14 (PROFESSIONAL DEVELOPMENT). Dr. Cliburn stated that this statement was emailed to everyone prior to the meeting. The basic policy has not changed. There are only some clarifications. The old policy did not explicitly state that one-semester hour of college credit was the equivalent of 15 professional development contact hours, and the reference to this was embedded in the policy. The committee wanted this changed to 15 hours a year rather than 45 hours every three years, but problems related to employees who take three semester hour classes was not resolved in time for the policy to be revised accordingly. The committee also wanted to revise the policy so it will not have to be revised every year; for example, the calendar does not need to be put into the policy statement. The other major change reflects the use of the online system for documenting online development hours and designating who will record hours for that campus. Mr. Miller asked who approves the request for professional development. Dr. Cliburn will add that the Vice President approves the request for professional development in the opening statement. Ms. Tincher-Ladner stated that II. A. needs to add "or one professional development credit unit" after one semester hour of college credit. Mr. Miller

stated that once this policy is approved, it should be widely distributed so everyone is aware of it. **Dr. Cliburn will make the above changes and send out via email for approval.** (IAC approved Administrative Statement 212-14 via email.)

- D. CLARIFICATION OF IP GRADES. Mr. Martin stated that the 2008-2009 college catalog (page 36) states “or courses in which the student progresses at his or her own pace under the supervision of the instructor”. What courses is this being referred to? It states self-paced, but an IP is not given any more in career classes. Ms. Holloway thinks this was from the old catalog, and it just didn’t get taken out of the new catalog. Ms. Holloway added that the new format of the college catalog is very user friendly, but recommended that the title be put on the spine for the next catalog. **IAC recommends approval to make this change in the online version of the college catalog.**

VI. CURRICULUM PROPOSALS.

- A. ABT 2243 – NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III. Dr. Poole distributed the curriculum proposal. This course is in the curriculum for Collision Repair Technology, but has not been taught before. Dr. Poole would like to offer this course during the summer, since I and II have to be taken first in the spring and fall. There are not any counterparts for this program. **IAC recommends approval of the curriculum addition for ABT 2243.**
- B. ABT 2163 – STRUCTURAL ANALYSIS AND DAMAGE REPAIR III. Dr. Poole distributed the curriculum proposal. This course is in the curriculum for Collision Repair Technology, but has not been taught before. Dr. Poole would like to offer this course during the summer, since I and II have to be taken first in the spring and fall. There are not any counterparts for this program. **IAC recommends approval of the curriculum addition for ABT 2163.**
- C. ABT 2333 – REFINISHING III. Dr. Poole distributed the curriculum proposal. This course is in the curriculum for Collision Repair Technology, but has not been taught before. Dr. Poole would like to offer this course during the summer, since I and II have to be taken first in the spring and fall. There are not any counterparts for this program. **IAC recommends approval of the curriculum addition for ABT 2333.**

VII. OTHER BUSINESS.

- A. Ms. Holloway recommends changing vocational course to career course on the Instructional Proposal form under 1.c. Dr. Poole stated that 9.b. in parenthesis needs to be changed from #9 below to #10 below on the form. **Ms. Holliman will make the noted changes to the Instructional Proposal form on the forms drive.**
- B. Dr. Cliburn stated that an announcement should go out before graduation of who will be on the 2008-2009 IAC council.

VIII. FUTURE MEETINGS.

- IX. ADJOURNMENT. There being no further business, the meeting was adjourned.