Minutes

Division Meeting – Liberal Arts

November 25, 2014 – 3:00 p.m. - WHT 209

In attendance: Joseph Agbeko, Jennifer Baine, Ken Bridges, Henry Culbreth, Scott Larkin, Bettie Mahony, Carol Mitchell, Shakerah Moody, Vernita Morgan, Gayle Norman, Larry Powell, Dinah VanHook, and Christy Wilson.

Absent: Lura Brown, Victoria Harden, and Susan Spicher.

Mr. Ballard started the meeting at 3:00 by thanking the group for taking time to meet and by addressing the housekeeping items on the agenda. First, he reminded the group of the exam week schedule and asked that anyone who does not follow the posted exam schedule notify him in advance so that there won’t be any surprises. He also asked who typically gives a comprehensive exam in the courses they teach. Many of the group indicated that they do. Given that final grades are due at 10:00 a.m. on Friday, December 12, faculty members were asked to do their best to meet the deadline. Mr. Ballard then reminded everyone that the goal this semester is to achieve 100% participation during assessment week with all instructors reporting on all outcomes in all sections of all courses. The spring convocation program is still fluid if anyone has a suggestion for a break-out session. The division’s Christmas pot luck lunch is scheduled in WHT 108 on Tuesday, December 9, from 12:00 to 1:00, and everyone is encouraged to participate.

Two new initiatives were discussed: the selection of the college’s first AA/CGS program director and some proposed changes in the faculty evaluation plan. Mr. Ballard announced that three of the fulltime instructors in the division have applied for the new program director’s position and that a selection committee is forming, scheduled to meet on Tuesday afternoon, December 2, at 1:30 in WHT 108, to discuss the qualifications of the applicants and to agree on some questions to ask during the interviews, which may be scheduled on Friday morning, December 5, if the applicants and selection committee members are available. Mr. Ballard also announced that the academic deans have been revising the faculty evaluation plan to bring it into compliance with state requirements and that the changes will be sent to the Faculty Affairs Committee for consideration and feedback before a second draft is sent to the Academic Affairs Council for approval.

At this point, committee chairs and program directors were invited to report to the group. Ms. Mahony said that the Curriculum Committee had approved a large package of proposals related to the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program. Ms. Baine reported that the Faculty Course Assessment Committee had approved earlier in the afternoon a series of motions that will create a more organized and uniform format for course syllabi that will make it easier for students, faculty, and others to see how learner outcomes at the unit and course levels align with program and college-wide outcomes.

When the program directors were invited to report to the group, Mr. Powell reviewed the activities of his film students during the past month, highlighting the screening of the group’s first documentary on November 11 when hundreds of local residents saw *Hands That Shaped a Nation*, a look at WWII through interviews with local veterans and others with firsthand knowledge of the war.

Finally, those who have attended conferences recently were given a chance to report. Dr. Claypoole reported on some presentations that he has done recently, including a workshop at Paris Junior College on creating a warrior-friendly campus and a similar presentation at the Arkansas Counseling Association’s annual conference last week in Hot Springs. As one of only 24 college math instructors selected for an ACCCESS fellowship by the American Mathematics Association of Two-Year Colleges, Ms. Morgan reported on her attendance a few weeks ago at the national convention in Nashville, Tennessee. The Advancing Community College Careers: Education, Scholarship and Service program is designed to help new math instructors to develop professionally through mentoring and through participation in two national and one regional conference.

Mr. Ballard reminded everyone of the next division meeting scheduled during the spring convocation on January 13. The meeting adjourned at 3:45.