Division Chair Meeting
September 11, 2006
Minutes

Present were:
Linda Miller       Kathleen Hall
Jeffrey Faust      Latitia McCane
Ann Mantel        Kelly Stanford
Mike Tedder

♦ Spring Schedule
  - We distributed the SP05 schedule for instructors to begin editing for the
    SP06 schedule. The schedule was discussed and Ann Mantel made
    comments about what would be the best route to take with her nursing
    students and their classes. MTH and BIO may have to make some
    changes in their schedule to fit the best needs of nursing students.
    Nursing plans to accept 32 new students for spring. We will plan to close
    the MTH and BIO classes at half the allotted enrollment for spring. Mr.
    Tedder mentioned that instructors may want to consider teaching during
    the “F” slot which is 12:30-1:30 on M W F. Dr. McCane mentioned that
    she wants to see Atmore have a full load for students to choose from and
    for instructors to think about this when they are making their schedule.

♦ CEU classes
  - Dean Hall briefly mentioned to the instructors that if they had any ideas
    for any CEU classes to please be sure to let Dr. McCane know and to ask
    the faculty within their division to also recommend classes.

♦ Professional Development
  o Documentation for SACS
    - SACS requires evidence for Professional Development and Dean Hall
      mentioned that we would be keeping a detailed list of all professional
      development activities that faculty attend on and off campus for SACS.
      SACS visit will be in 2008.
  o Ideas to Professional Development Committee – Deborah Albritton
    - If anyone has any ideas for Professional Development they can contact
      Deborah Albritton who is the chair of the committee
ACA
- Dean Hall asked if anyone was planning to attend the ACA conference this year. It is to be held in Nov. the week of Thanksgiving. The Dean’s office will coordinate and send out an email for those who may plan to attend.

Adjunct Faculty Meeting & Online Services
- We briefly discussed the adjunct faculty meetings that were held on Aug 28 & 29. Adjuncts who attended were given instructions on how to use the webpage and the Faculty Enrichment site. ALL adjuncts must use the JDCC email account as this is our main communication with them. They are also encouraged to use our Online Services (grade book, NUW, ect.)

New business:

It was brought to our attention that all sidewalks are not ADA friendly. We should consider having ramps added to certain areas throughout the college for a more accessible campus.

Ms. Mantel also mentioned that she needs larger desks for her Nursing students. Our plan is to contact Richard Lynn to see if larger desks are available.

Kelly will plan to talk with Anthony to have ALL division chairs added to the Adjunct mailing list.

Kelly wanted to thank the division chairs for an outstanding job that their adjuncts did with getting their syllabus turned in within a timely manner. Betty Warren is the only adjunct who we are missing a syllabus for.

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