I. COLLEGE DAY
   a. JD great Exhibits

Dean Hall opened the meeting with remarks about our College Day. JD had great exhibits and she felt that the college looked impressive to all the area high school seniors and was well represented.

II. Adjunct and Non-tenure evaluations

Dean Hall briefly touched on adjunct and non-tenured evaluations for fall semester. Division chairs should be evaluating all adjuncts and non-tenured faculty with less than three years teaching experience with the college.

III. Electronic Attendance Verification

There are still faculty members who have not submitted the electronic attendance verification. It is very important that these faculty members adhere to the deadlines. Division Chairs need to stress to the faculty within their division how important this is.

IV. Printer cartridges for computer labs

Printer cartridges in the computer labs throughout the campus are expensive and Anthony Hardy has asked that we address this. Should cartridges continue to be allocated from division funds, come from a general fund or should software be installed that limits students’ copying?

Since labs are used during registration and new student orientation any one division should not have to fund the cartridges.

Anthony has software that he can install that will limit a student’s number of copies. However, it was mentioned that if you tell a student you can only make x number of copies then they may make that many just because they can. Since there is a $9 per credit hour tech fee it is suggested that cartridges should come from this
money or general fund. Anthony should make this a line item budget or general fund.

Division chairs support purchase of computer cartridges through tech fee, as an item in the MIS budget, and the MIS office responsible for purchase.

V. Student Evaluation of Instruction Survey Items
   a. Mike Tedder

Mr. Tedder has been working diligently on changing Student Evaluations. He has recommendations that will apply to questions 4 – 25 on the student evaluation of faculty sheet. He has recommended that if an instructor has a class average of 4.0 or higher or if the class average comes within 2 standard deviations of the school average that there is no remediation necessary. It was also suggested that if a faculty member falls below this average but has extreme circumstances (out sick, limited number of students in class, etc.) that we excuse remediation for these occurrences.

We would like to have this new system implemented by Spring 07 evaluations. We would also like to see if there is any way that Anthony can flag or identify the statements which may need attention or remediation. This proposal will need to be brought before other committees before a final decision is made.

New Business

Latitia McCane stressed the accountability of the Fed Voc and Tech Prep programs and that it is very important to keep our school in good standing.

Everyone spoke highly about our Business Office and the great job that they do to keep our school finances in order.

No further business, the meeting was adjourned.