INSTRUCTIONAL COUNCIL MEETING MINUTES
November 30, 2006

Present:
Mike Tedder       Sue Laing       Carolyn Woods       Cornelia Miller
Jeffrey Faust    Carol Bates     Linda Miller         Kathleen Hall
Maurice Moore    Clair Sanborn   Robin Sessions       Kelly Stanford

Absent:
Ann Mantel
Latitia McCane
Otis Thames

☑ SACS Reaffirmation and the Quality Enhancement Plan (QEP) - Kathleen Hall
  o Dean Hall started the meeting with an overview of the SACS Reaffirmation Process and the Quality Enhancement Plan (QEP). It is the goal of the college to have everything documented electronically and posted on the college website. There will be links inside each document that corresponds to supporting documentation and proves credibility. The links will be throughout the document and restated at the end of the document. Ada Adams will be responsible for preparing all documents electronically. The college will need to make sure that the information is presented well, complements the school, and flows smoothly.
  o In order to document "evidence of on-going faculty professional development," it has been asked that all faculty and staff who submit leave forms for professional development make sure that they give a description of the activity attending. It will be the responsibility of the college to provide sufficient evidence that the employees attend such activities. There will be a log kept in the Dean of Instruction office of all professional development activities attended for the appropriate faculty/staff member; this should prove as evidence.
  o An Off-Site committee that meets in Atlanta will review the Compliance Certification information for the college and submit a findings report whether they feel we are compliant or non-compliant. If non-compliant then they will identify their findings and submit their recommendations or suggestions to help us prepare for the On-Site visit. The On-Site Committee will determine compliance or non-compliance of the QEP. They will make final determination and present all findings and
recommendations to the institution. They will also send report to COC. QEP is a five (5) year on going plan.

- For the success of the QEP it will be necessary to involve everyone at the college. We need to have experienced faculty and staff, but also the younger faculty and staff should be involved as much as possible as they are our future. There will be a college commitment for this to be successful. The SACS website offers information and topics of what other schools are doing or have done in the past for the QEP.
- There was discussion about documenting faculty credentials and faculty evaluations, as well as case studies, portfolios, and/or journals to document student learning. No decision has been made at this time. JDCC may also consider videotaping the facilities to post on the website to give a virtual tour of campus.
- Anyone who has an idea or suggestion concerning SACS documentation and/or the QEP topic is encouraged to share.

✓ Computer Science Options - Carol Bates
- There was a need for more CIS classes for students who wanted to focus on a true workforce computer program. With that thought JDCC will now have a new CIS degree plan transfer option: Computer Support. With this option we have three (3) new computer classes we will be offering beginning in spring 2007. They are CIS 212 Visual Basic Programming, CIS 268 Software Support, and CIS 269 Hardware Support. Students will receive a level of training that will help them prepare for the A+ Certification. Computer Technician jobs have increased dramatically since 2004 and this program will put students on the right track.

✓ Proposed Changes to the Student Evaluation Process - 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.

✓ WorkKeys and the Career Readiness Credential Certificate - Clair Sanborn
  o The WorkKeys test is created by ACT. There are nine (9) different tests available, however JDCC only administers three for students to earn the Career Readiness Credential certificate which involves three (3) different areas of examination. Those test areas are: locating information, reading for information, and technical math.
  o There are two companies currently in Escambia County that participate in WorkKeys testing. They are Smurfit Stone and Masland.
  o The WorkKeys test and certificate is a component of the Adult Ed program, but is not limited to Adult Ed students. Students scoring a 3 or higher on the three tests will receive a bronze certificate, 4 or higher a silver certificate, and 5 or higher a gold certificate.

✓ Member Updates
  o Kathleen Hall gave the technical update for Otis Thames. Work is still going on with SLO’s. Kathy Tims will be teaching technical math spring 2007. ABR, AUM, CAB, and WDT are trying to complete live work projects before Dec. 6th. CFS, ACT, and ACR are in the early stages of gathering data for their five year review. Programs that received Carl Perkins funds are busy filling out the requisitions and forwarding them to Latitia McCane for processing before Christmas break. Arbo Bradley is working with other CAB instructors throughout the state in restructuring the CAB curriculum. WWF will begin new testing procedures in Jan. 2007 utilizing the CWI credentials held by Mr. James Smith. This will save the program an estimated $25,000 in test expenses during the fiscal year.
  o Robin Sessions gave a report that there are currently 402 students pre-registered at this point.
  o Clair Sanborn reported that Workforce Development was working with Poarch on providing excel and accounting classes. She also reported on the Career Readiness Certificate for technical students. The CRC would require technical students to make a 3 on the WorkKeys test in Reading for Information, Applied Mathematics, and Locating Information. This is a new initiative with postsecondary and Dean Hall has requested clarification on how this will work within our technical programs. AE can
o Linda Miller gave an update on the fundraising for PSI and PBL. Both organizations have helped with the Angel Tree as well as raise funds for a local cancer victim. They also raffled off a turkey dinner at Thanksgiving. All of these activities were very successful. Beginning Spring Semester, there will be OAD and BUS classes offered on the Atmore Campus during the day. Atmore has had a successful night program and has requested day classes. Most of the instructors in the business division are teaching dual enrollment as well as teaching on-line classes. Many of the instructors in the division are also teaching on both campuses as well as night classes.

o Carolyn Woods gave an update on WorkKeys and GED testing. She is currently pre- and post-testing all free-world students on WorkKeys. The GED test on the Brewton Campus will move to the ATN Center beginning in January. The Alternate Diploma GED test for high school students will begin in December. These students must be recommended by their high school counselor, complete 25 hours of class preparation, and pass the practice GED test before being eligible to take the GED test.

o Maurice Moore gave an update on student activities. His goal is to ensure that all student organizations work collaboratively to make each activity a success. This will provide better quality in student activities. His goal is to provide community based activities such as having JDCC students act as role models in the high schools. Relay for Life is about to kick off, so more information will be available soon. He thanked everyone for their support of student activities.

o Sue Laing stated that she would like to see the arts integrated into other classes since we no longer have a theatre program at JDCC. She would like to see students be able to use their creativity in other classes. The Lyrical Lounge and Warhawk News are some ways that the Humanities Division is working to make this happen. Our students need a theatrical outlet for their talents since we no longer offer drama courses.

o Cornelia Miller reported that the Faculty Senate has had nothing to discuss in the previous two meetings, therefore the last meeting was cancelled. She stated that everything was okay with the faculty at this time.

o Jeffrey Faust stated that LaKeshia Boykin has been hired in the Library on the Atmore Campus. She will also be coordinating Live Work for the College. He stated that we will be participating in National Surveys
conducted during the Fall and Spring Semesters. The Multimedia Resource Center has been completed and is being heavily used for meetings. He asked if anyone had old books, DVD’s, etc. lying around that weren’t being used to bring them to the library for the annual book sale. He demonstrated the Virtual Library Homepage and showed types of information that could be found from this site. The Leigh Library catalog is now on-line.

- Clair Sanborn stated that the BCM meetings on both campuses were a huge success.

The meeting concluded at 3:15 p.m.

✔ Dates to Remember:
  - 12/13/06 – Brad McClain, speaker 8-11
    - Christmas Luncheon 11:30-1:00
  - 01/04/07 – Registration
  - 01/08/07 – First day of class
  - 01/08-10/07 – Drop and add
  - 01/15/07 – Martin Luther King Holiday