OFFICE OF INSTRUCTION

DEANS and DIVISION CHAIRS

Doug Anderson       Lloyd Duman       Paul Manzardo
Susanne Bromley    Judy Hodge (absent) Max Mendez
Lita Burns          Michele Jerde      Bob Murray
Pam Claflin         Jay Lee           Peter Zao
Gayne Clifford      Carol Lindsay

CHECKLIST MEETING AGENDA
Wednesday, October 7, 2009
2:00 p.m. – 3:30 p.m.
MOL Conference Room

1. Additions to the Agenda
   a. Forums addressing issues identified in the employee survey
   b. Looking for avenues for better communications
3. Accreditation Theme Team/Community Room – Karen Ruppel
   a. Instructional Quality Community Room – October 27 & 28
   b. Encourage faculty to stop by and contribute
   c. Access through Angel exists for online feedback
4. Alternative Schedules (Four-day)
   a. Discussion about faculty concerns, or lack of concern, about the schedule changes
   b. How does the implementation of four day schedules affect student?
   c. Suggestion: include Student Services in the discussion to gauge student feedback (or a perception of student concerns)
5. Registration De-Briefing
6. Date for Cancelation of Classes for Spring
   a. Dates will be established and shared with Student Services
   b. All departments notify students from cancelled classes through phone calls and letters
7. 2010 Course Fees
   a. To be submitted to Pam before Christmas
8. CEA Link to Syllabus Builder
   a. VPI to send the new language to Lloyd to relay to all divisions
   b. Lloyd to show Jay and Pam how to adjust the Office of Instruction feed into Syllabus Builder

9. Faculty Finder/Syllabus Builder
   a. Deans can’t access syllabi on Angel to help students with complaints
   b. Syllabi need to be submitted on Syllabus Builder – in addition to Angel

10. Testing Center Information
    a. The center faculty to provide them some lead time in arranging testing at the center
    b. Division Chairs to encourage faculty that use the testing center to provide the center with test schedules

11. LC Day at NIC – October 19th

12. FETs and Faculty Participation
    a. Health Professions are having difficulty finding faculty to serve on Faculty Evaluation Teams
    b. Division Chairs to work with their faculty and identify faculty – and create a list of faculty available to serve