OFFICE OF INSTRUCTION

DEANS and DIVISION CHAIRS

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

BIG TOPIC MEETING AGENDA
Wednesday, November 18, 2009
2:00 p.m. – 3:30 p.m.
Molstead Conference Room

1. Additions to the Agenda (Jay’s – items 9-13)
2. Textbook Ordering & New Federal Regulations – Bill Semmler
   a. New guidelines for college bookstores – that impact how we will prepare semester schedules
      ▪ The requirements will push our deadlines up
3. Staffing Needs
   a. English may experience a retirement (pending a college decision on retirement incentives)
   b. Carol – struggling to find SOC and PSYC instructors
4. Syllabus Builder
   a. Peter and Lloyd reported on a meeting held with Jamie Green
   b. Peter developed a flowchart of processes
   c. eLearning to conduct training
   d. Archiving issues have been resolved
   e. Some need for divisions to collaborate – DCs to meet to look at the options available from Syllabi Builder (Lloyd to schedule)
5. Outreach Schedule
   a. As we expand our offerings at the Outreach Centers – can we assume that the services necessary will be provided
      ▪ Center staffing?
b. Some issues related to instructors – and the centers making specific requests

6. Assistant Division Chair Assignment & Responsibility
   a. The chairs discussed the work that had been done on the Division Chair position description – they agreed to return to that task
      ▪ Deadline – March 1, 2010
      ▪ Factors to consider – summer work, assistant chairs, “vacation time”

7. Campus Climate/Rumor Control
   a. There is a rumor that faculty contacts/assignments will contain a specific requirement for recruiting – Jay had not heard any discussion suggesting such a change

8. Good of the Order

9. PC Agenda
   a. Jay shared the agenda items from Tuesday’s PC
   b. The Division Chairs, in their meeting with President Bell discussed the use of alternate schedules
   c. Division Chairs discussed the impact of alternate scheduling on the divisions that do not implement an alternate schedule

10. Sentinel Article – Jay shared thoughts on the article entitled “Full classes cause problems”

11. Lita’s Legal Issue – Lita shared details on a legal issue with a former student who is being disciplined – and how NIC’s training/education would be questioned

12. Next two weeks – Stand Ups cancelled
   a. Division Chairs were asked to evaluate the value of the Stand Up meeting – and make recommendations on whether they should be continued, changed and unaltered

13. Robinson Request – Virginia Robinson is seeking our guidance on the faculty evaluation policy – the Division Chairs were asked to review the policy and to send suggestions to Jay