OFFICE OF INSTRUCTION

DEANS and DIVISION CHAIRS

Doug Anderson       Lloyd Duman       Max Mendez
Susanne Bromley    Michele Jerde    Mike Mires
Lita Burns          Jay Lee          Bob Murray
Pam Claflin         Carol Lindsay    Peter Zao
Gayne Clifford      Paul Manzardo

Guest: Tami Haft

CHECKLIST MEETING AGENDA
Wednesday, March 3, 2010
2:00 p.m. – 3:30 p.m.
Molstead Conference Room

1. Additions to the Agenda
   a. Happy Birthday to Bob!
   b. Sharepoint Issues
      ▪ Summer and Outreach schedules
      ▪ Summer – effort to create a schedule
      ▪ Sharepoint has several capabilities that we are not currently using
      ▪ Peter is willing to train DCs, administrative assistants, IT
      ▪ Big Topic Meeting is two weeks – devoted to Sharepoint Capabilities and Scheduling – invite IT and admins
   c. Alternative Scheduling
      ▪ “Tracks” of schedules – that we could implement in Fall 2010
        • MWF
        • MW
        • Tues Thurs
        • Blocks on Friday and/or Saturday
      ▪ Marketing will be important – and will need Instruction leadership
      ▪ Emphasis the flexibility of the options - retention
      ▪ Subcommittee needs to continue the conversation and formation of the tracks
d. Dual Credit and Advising
   - High School counselors frustrated by the level of work related to working with dual credit students
     - Suggestion: Provide a stipend to the counselors – and training

2. Catalog Format (Tami)
   a. New curriculum being approved – and being forwarded for catalog entry
     - Several different versions/templates
   b. Tami presented a handout of three different templates
     - Option 1 – original version submitted by LFAs
     - Option 2 – a variation of Option 1 (aligns better with degree audits)
     - Option 3 – the way the catalog currently appears
   c. DCs agree that there needs to be consistency
   d. Consensus reached: Move forward on Option 2
     - DCs to work on possible subtle changes/improvements and get them to Tami

3. Budget Update
   a. Fees conversation – how should fees be accounted?
     - Create a new budget code?
   b. Personnel conversation -

4. Observation Reports of Tenure Candidates

5. XPLOR NIC
   a. May need an incentives?

   a. Max shared a handout of the week’s schedule
   b. Request to DCs – share the information with your faculty
   c. Second request – DCs to drive the demo vehicles on Thursday afternoon

7. Graduation Ceremonies
   a. Commencement Committee is reviewing and charged with coming back with recommendations

8. General Education (Lloyd & Carol)
   a. Conversation revolved around the possibility of conducting training for all faculty on the history and principles of general education

9. Dissertation Research/Studies
   a. Bob has created guidelines for surveys conducted in NIC classes – and shared those guidelines with the DCs
   b. Jay received a request from a graduate student to survey NIC faculty, the DCs agreed to authorize the voluntary survey

10. Big Topic Meeting: Sharepoint Capabilities and Scheduling – see above
11. Campus Climate/Rumor Control
   a. Max reminded us of the case of a person selling magazines claiming to be an NIC communications student – this is false and steps are being taken to send a message of this fraudulent behavior

12. Good of the Order