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 (absent)

Judy and Carol were absent due to medical issues with family and an NIC employee, respectively

CHECKLIST MEETING AGENDA
Wednesday, September 2, 2009
2:00 p.m. – 3:30 p.m.
Molstead Conference Room

1. Additions to the Agenda
2. H1N1 Virus – Linda Michal
   a. Linda gave an update on the college’s plans and steps being taken in dealing with virus issues
      ▪ Division Chairs were asked to report back to Linda when they become aware of virus cases
3. eLearning and Outreach Schedules
   Jamie Green, Director of eLearning & Outreach
   Lynn Harrison, Sr. Admin. Assistant
   Tom Lyons, Jane McCarville, Rachelle Wolbert, Instructional Designers
   Jerry Turner, IVC Coordinator
   Christine Callison – Bonners Ferry Center
   Mary Gustafik – Ponderay Center
   Becky Powers – Silver Valley Center

   The Outreach Centers presented their requests for Spring 2010 classes

   Jerry and Bob reviewed ITV capabilities and asked for feedback on how the ITV rooms were working – or what could be done to increase use of the ITC rooms
The eLearning team discussed available training, new techniques/technologies available to instructors, and how eLearning can help instruction.

4. Load Reports – reports out to DCs by Sept. 4\textsuperscript{th} – due back by Sept. 16
5. Class Rosters – Sept. 4 – DCs to assure that faculty are verifying their class rosters
6. Faculty Finder/Syllabus Builder – DCs to assure that faculty have completed these documents
7. Rumor Control and Campus Climate
   a. Discussion regarding the relationship between the Office of Instruction and the Offices of Student Service took place – dealing with several issues:
      ▪ Scheduling of instructor time
      ▪ Frustrations with how difficulties within Financial Aid impact instruction
      ▪ How the Drop for Non-Payment Policy impact instruction
   b. The Recruitment meeting on Thursday morning was seen as a good opportunity to start campus level discussions on the above issues
8. Good of the Order/Other – see above