

OAA Co-Chairs Meeting
February 1, 2013
WD 354

Agenda

- I. Approval of minutes from November 27, 2012 meeting

- II. Announcements (from Darrell)
 - A. OAA Committee recommendations regarding course shells for Blackboard ("Common Content" and "Common Structure") have been approved by Dr. Cooley, and are now in effect.

 - B. OAA Committee recommendations regarding Policy 5-02 ("Faculty Tenure") were approved by the Board of Trustees at their January 24, 2013 meeting, and are now in effect.

 - C. Let me know if there are updates to the Blackboard site about your committee that need to be made.

 - D. I am working with the Governance Committee regarding recommendations on OAA Committee membership moving forward. I would like to make some recommendations to President Harrison and Dr. Cooley regarding committee membership beginning next year (i.e., regarding an election/selection process for committees). These recommendations could either come only from me (i.e., sharing my own opinion with them, which would be based on earlier discussions with the OAA Co-Chairs), or preferably a more formal recommendation from a subcommittee of the OAA Co-Chairs, on behalf of the Co-Chairs committee. Email me if you are interested/willing to meet a few times to develop some recommendations for approval by the Co-Chairs Committee.

- III. Items from Tenure and Promotion Process Committee
 - A. Faculty self-appraisal form

The Tenure and Promotion Process Committee is recommending a small change to the annual self-appraisal form, allowing for documentation of activities performed on the two unscheduled faculty work days (per Article 5, Section 5.02 of the faculty contract).

This item is up for approval by the OAA Co-Chairs.

 - B. College Procedure 5-02(F) - term of service on College Promotion and Tenure Committee and the College Promotion and Tenure Appeals Committee

The Tenure and Promotion Process Committee is recommending that the of service for the College Promotion and Tenure Committee and the College Promotion and Tenure Appeals Committee be changed to three years each. Currently, members of the College Promotion and Tenure Committee are elected annually (for one-year terms), and members of the College Promotion and Tenure Appeals Committee are elected to two-year terms on a staggered basis. The recommendation is that each of these would become three-year terms.

This item is up for approval by the OAA Co-Chairs.

- C. Documentation of Professional Development in an environment where very little professional development/travel funds are available.

Possible statement for various promotion and tenure review committees?

IV. Late Registration Fee

(Update) There seems to be some recognition that our new practice of instituting a late registration fee two weeks before classes begin is too early. There also appears to be an openness to having late registration fees begin as late as the first day of classes, as long as there are other mechanisms in place that would encourage students to register for classes earlier in order to plan for staffing needs. Recommendations from the Student Support Committee about an appropriate procedure for instituting a late registration fee (e.g., some schools have one that is 5 days before classes start), and ways to encourage earlier registration from students, are requested.

V. "Gatekeeping" processes

Some programs have strict guidelines regarding who is eligible to be admitted to their program (e.g., nursing), while other programs have no means to deny students admittance to a program. The result can be that students spend time, money, and other resources taking coursework toward a degree (often having to repeat courses) that may not be a realistic one for that student. This takes its toll on faculty as well, who may spend many hours advising/counseling students in their programs, but who have little chance of success in that program. The goal is to make sure students have set realistic goals, and that they are enrolling in programs in which they can succeed.

This item is to be assigned to a committee for consideration. (Student Support Committee?). *It does not have to be a "high priority" agenda item, but should at least be on a committee's back burner for future consideration. Ideally, the committee will include recommendations on how long a student can be "pre-[pick a major]", possibly based on the number of attempts at certain courses or other criteria; each program may need to develop some criteria, based on the committee's recommendations; if students are not on*

track to succeed in a particular program, then other options may need to be identified (a joint effort with advising and program faculty?); etc.

VI. Items from Academic Rules and Policies Committee

A. Definition of attendance (for online courses?)

B. "Academic integrity" - Kellie Brennan is requesting a committee to look at the Academic Misconduct Policy/Procedures (particularly plagiarism).

C. "Extra credit related to research and IRB approval

VII. Marty Maliweski, Karen Muir, and Aletha Shipley (3:30)

Aletha, Karen, and Marty would like to share information about a new attendance reporting period, and the process for doing this. The College incurs approximately \$5-6 million in bad debt each year by disbursing financial aid loans to students who are not actually attending classes. The goal is to have accurate attendance records for students prior to the disbursement of some of these checks, in order to lessen the debt that the College is liable for each year. An early attendance reporting period is also a best practice for student success, and is now being done on a regular basis by those faculty who have participated in the Title III initiative "Early Alert."

Attached is a draft of the communication that may soon go out to all faculty.

VIII. Becoming a "text-free" college

Dr. Cooley has suggested that a faculty committee (there is a Textbook Affordability Committee) develop a 3-4 year plan to become a textless college, possibly by incorporating free materials (e.g., Creative Commons) and/or other technology (e.g., MOOCs). He has indicated that he would prefer that faculty take the lead on this issue (by selecting appropriate materials and driving the agenda), rather than simply responding to the direction that publishers choose to move in.

Is this an issue for an OAA Committee (Instructional Success?)

IX. Developmental level reading prerequisites

It appears that there are just two courses (Clinical Laboratory Assisting 1100

and 1101) that have the second of two developmental reading courses (DEV 0145 - Advanced Reading) as a prerequisite. Furthermore, just 8 programs (MLT, MAT, DHY, HOSP, IEP, RAD, RESP, and VET) require students to have "no reading requirement" before admission to their programs. Yet faculty in many other areas have expressed concern that students struggle with the readings in their content area. There may be a need to increase the reading expectations/requirements of students entering into certain courses/programs.

Is this an issue for an OAA Committee (Curriculum?)

X. Course syllabi available to students

The suggestion has been made that departmental syllabi for all courses be available to students electronically (e.g., either via Blackboard or from each department's home page). Also, is there other information about courses/programs that should be readily available to students in an electronic form, that currently isn't?

Are these issues for an OAA Committee to consider? (Student Support?)

XI. Committee updates

A. Assessment

B. Instructional Success

C. Student Support

D. Tenure and Promotion Process

Next meeting – Thursday, February 28, 10:00 – Noon, in WD 205

Following meeting – Friday, April 5, 10:00 - Noon, in WD 404