

Department Chair Meeting
Minutes
April 14, 2004

The agendas and copies of the handouts were distributed.

[Agenda item 1] Larry Davis distributed copies of material about new orientation strategies for ensuring new student success. In the new model, there will be a coordinated effort to transition students successfully into campus. Students and their parents will be given a one-day orientation session. This general session will cover immediate transition challenges. In addition to the general sessions, which are held before classes start, there will be longer orientation sessions, DORI 0100 and DORI 0300. DORI 0100 will cover basic study skills and success strategies. DORI 0300 will be for students with severe academic and social challenges. Students will complete either DORI 0100 or 0300, not both. The DORI classes will continue to be in a two-hour format, with some tweaking.

The most controversial element of the revision is doing away with the waiver system, Larry said. However, there will be a credit by examination option, and a four-week short course version for students who already have a degree. The short course version could be delivered face to face or via DL.

The DORI Transformation Team will also recommend that the Noel-Levitz College Student Inventory be used to place students into DORI 0100 or DORI 0300. If a student tests as high risk for dropping out, he or she will be placed into DORI 0300.

Larry also hopes to develop “learning communities” to better link DORI students with their major programs. Major program instructors will be given useful information on learning styles and can help shape the DORI materials to enhance their effectiveness.

Larry said if we implement the plan effectively, we should see better retention, better grades, and better graduation rates.

ACTION: Feedback on the proposed new student orientation plan should be forwarded to Larry Davis. John will ensure that the summary Larry provided is distributed to all the chairs.

Lynn Moore then explained the recommendations of the Transformation team examining the advising process. The plan includes the creation of an advising center which will give students full information on academic requirements and testing/remedial requirements. She distributed copies of a report outlining the recommendations of the team. At the advising center, dedicated advisors will be assigned to particular clusters. There will also be retention coordinators.

[Agenda item 2] John asked that up-to-date list of each advisory committee be forwarded to Beverly Clark by Friday, April 16.

[Agenda item 3] John referred to the revised Vice President for Student Learning organizational chart. Two personnel have received new titles and new responsibilities. Bob Gordon will become the Director of Instructional Support Services, and Dennis Meyers will be the Director for Special Instructional Services.

[Agenda item 4] John apologized that two surveys will be given this week. He hopes that the Course Improvement survey will, in the future, be given shortly after the midterm point (well before the drop date) so that we can glean better information.

[Agenda item 5] John referred to copies of the email he had distributed which says that NISOD registration for TSTC personnel will be \$175.

ACTION: All Chancellor's Award winners, and anyone else planning to go to NISOD, should register for NISOD at the \$175 reduced rate.

[Agenda item 6] John reminded everyone that graduation is this Friday at 6:00 in the HOT Coliseum. All faculty should attend, properly attired.

[Agenda item 7] John said they were working on issues of early registration for students in DMTH 0200, the possibility of reserving certain sections for D/DSS students, etc. Dawn Khoury said she would check with Francette Carnahan to see if she could speed up resolution of the 0200 problem. Discussion ensued. Sandy Kleypas asked what would happen to students who are being registered into an 0010 class as a placeholder until their 0200 grade is posted. The initial consensus was that those students will have to drop the 0010 course themselves once they pass their 0200 class successfully.

ACTION: John asked Ron, Wayne, and David to route all the students in their cluster into one 0010 section so that they can be dropped without the student being inconvenienced by having to drop the course themselves. John said he will try to get better information about our placement procedures and sequence.

Dawn said her office can access transcript information and put in credit for remediation courses completed elsewhere, if that has not yet been done by the time a student makes it over to his/her program advisor.

[Agenda item 8] John asked about the feasibility of keeping one or two open hours in the week so that faculty and students can meet. One concern was that doing so would take away some flexibility we have in scheduling. Another concern was that doing so would encroach on lab time. Gerry French suggested that the open time be recommended but not mandated. John said the open hour could be a lunch hour. Otto Wilke said they teach a lot of math classes at the noon hour.

[Agenda item 9] John asked that the President be given three weeks' notice regarding functions he needs to attend.

[Agenda item 11] John noted that we have improved our credit and CE contact hour productivity this spring. We are up about 600,000 contact hours from last spring, showing a real success in recruiting and retention.

[Agenda item 12] John thanked everyone for their participation in College Preview. We fed 1200 people, approximately 800 of which were students. In the future, we will feed students and guests before our own employees.

[Agenda item 10] John said that he has received a number of questions regarding program moves. Those questions will be discussed at a facilities meeting to be held April 15.

John pointed out that the BUSM department actually shows understaffed according to the contact hour/FTE report distributed last week, once all reporting areas for BUSM are tallied (BUSM combined with General Technology). The contact hour/FTE report should help us plan and use our resources more effectively, John said, and we need to make every new hire count. Sherry Pierce asked about the calculation of numbers for e-commerce and webmaster. John said he would have to go back and look at the data for those programs.

ACTION: John will reexamine the data regarding contact hours and FTE for e-commerce and webmaster.

Otto Wilke asked how the FTE was calculated. John said he looks at FTE each term and also averages them over time for a better picture of recurrent needs, growth, etc.

Joyce Spivey said that she was on the team looking at e-learning issues. Portal vendors will be showcasing their systems next Monday (April 19) from 2:00-5:00 in the IDEAS Center. The portal will be the single point everyone will come through to access the library, bookstore, etc., in addition to being the portal for all DL courses. The presentations will focus on the portal system only, not on course management systems.

There being no further general business, the meeting was adjourned.

SUMMARY OF ACTION ITEMS

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