

## **FCTL Meeting Agenda AD 120**

November 20, 2012

12:00-1:00PM

- I. Approval of October 25, 2012 minutes**
- II. Amy Vondrak – Advising Update**
- III. Guy Generals – Educational Master Plan Update – Final Proposed Draft**
- IV. Standing Committees and Working Groups**
  - College Governance Council (CGC)
  - Academic Integrity (AIC)
  - Instruction and Professional Improvement Committee (IPIC)
  - Curriculum Committee (CC)
  - Advisory Board to First Thirty Office (FTO)
  - Library Committee – Pam Price
  - Information Literacy & Critical Thinking

**Meeting will adjourn at 1:00PM.**

**Next Meeting is Thursday, January 24, 2013**

**FCTL**  
**Meeting Minutes, October 25, 2012**

**Attendance:** C. Alfare, K. Anderson, L. Ashford, K. Bearce, H. Beinert, E. Carmien, A. Ceci, C. Coenen, J. Cook, M. Crabtree, M. Dalton, E. DeGiorgio, J. Fleischner, M. Gao, D. Hilker, N. Homer, K. Horowitz, F. Khoushab, J. Mathias, N. May, J. Nadig, P. Price, B. Pugh, L. Scherr, R. Schore, K. Stevenson, J. Tabor, M. Weaver

**I. Approval of September 2012 Minutes:** Minutes were approved.

**II. Educational Master Plan Update:** Pamela Price gave an update to the Educational Master Plan (EMP) for Guy Generals as he was not able to attend the meeting. Pam distributed a working draft of the table of contents for the EMP. Included under the Academic heading is Academic Ladders which includes the corporate education/non-credit programs which are now part of Academic Affairs. Also built into the EMP is a process for assessing the plan annually with a more thorough assessment after 5 years. This has been included to insure that the EMP remains effective in the ever changing world of higher education and technology. The EMP is intended to give guidance on how to approach both pedagogical and program changes.

Pam asked that we look over her handout and to pass along any suggestions. The group's vision for the EMP is to have the draft completed by the start of November so that it can be reviewed during the month of November and then be presented to the College Board at their December meeting.

**III. Project NASA Update:** Susan Bowen updated the council on the current status of the implementation of Colleague. The hardware has been installed. Much of the team member and technical training had been completed. The financial system went live in July 2012. Recruiters have just gone online and will be able to track possible students.

A test run of payroll went well. The first live payroll run will be for the January 3, 1013 paychecks. Also in January 2013 financial aid and a new MyMercer portal will be launched for faculty and staff. The student portal will be launched in March 2013. Starting with the Summer semester, registration will be done through the new portal. There will be a time of overlap as student will need to use both the old and new portals. Training in the use of the new portal is forthcoming.

**IV. e-tutoring and MercerOnline:** Linda Scherr updated the group on the pilot e-tutoring program. The pilot included both writing and math. The writing pilot went very well. The math e-tutoring was not as successful. This fall the focus for e-tutoring is on writing. We will be

looking at possibly adding some discipline focused e-tutoring (possibly in the sciences or accounting) as well as looking at the possibility of expanding e-tutoring beyond just online students.

The contract with Angel will be ending in June 2014. This spring we will be looking at our options for a course management system. Should the decision be to switch from Angel to another system, the migration process will need to begin June 2013.

#### **V. Standing Committees and Working Groups:**

- College Governance Council (CGC) – Nothing to report
- Academic Integrity Committee (AIC) – Had 4 incidents which is an extremely low number. The group is looking into how to handle multiple violations.
- Instructional and Professional Improvement (IPIC) – Pre-class week will be the week prior to the MLK holiday in January 2013. This will allow for a full 5 days of pre-class week. IPIC pre-class events will include:
  - Monday afternoon – A Roundtable lunch and learn session
  - Wednesday afternoon – A guest speaker.
  - Friday morning – Traditional IPIC workshops
- Curriculum Committee (CC) – There is a guide at the committee's MLink page to help in choosing which documents are needed. Remember that we are going to a 1-year catalog so you will need to get in your proposals for the November meeting. There will also be an ad hoc Curriculum Committee meeting in December for any final proposals.
- Information Literacy & Critical Thinking – Ken Howarth will be the leader of this group with current members being Holly Beinert, Martin Crabtree, and Jack Tabor. Ken plans to include looking into ethical reasoning to the group's focus. The group will be reviewing the New Jersey Information Literacy Progression Standards and will be looking for ways to incorporate them into courses. If you are interested in joining this group, please let Ken know.

Meeting adjourned at 12:55pm.

The next meeting is scheduled for November 20, 2012