

## **FCTL Meeting Agenda AD 120**

February 28, 2013

12:00-1:00PM

- I. Approval of January 24, 2013 minutes**
- II. Linda Scherr – “Magna 20 Minute Mentor” Series**
- III. Fram Khoushab – Strategic Plan - Vision I**
- IV. Guy Generals - Allocation of Bond Funding**
- V. Standing Committees and Working Groups**

College Governance Council (CGC)

Academic Integrity (AIC)

Instruction and Professional Improvement Committee (IPIC)

Curriculum Committee (CC)

Proposal for New Certificate in Advanced Manufacturing Technology

Advisory Board to First Thirty Office (FTO)

Library Committee – Pam Price

Presentation of Library Committee Mission Statement

Information Literacy & Critical Thinking

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

**Next Meeting is Thursday, March 28, 2013**

**FCTL**  
**Meeting Minutes, January 24, 2013**

**Attendance:** C. Alfare, K. Anderson, H. Binert, S. Bowen, E. Carmien, C. Coenen, J. Cook, M. Crabtree, M. Dalton, E. DeGiorgio, J. Fleischner, M. Gao, G. Generals, D. Hilker, N. Homer, K. Horowitz, K. Howarth, J. Haung, A. Lynch, J. Nadig, K. Paluscio, E. Perkins, P. Price, D. Reichman, L. Scherr, R. Schore, S. Sen, N. Siniari, N. Sobala, J. Tabor, . Zambrio (+ 2 names that could not be read, *Please Print*)

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

**II. Academic Calendars & Block Scheduling:** Sue Zambrio presented and distributed the academic calendars for the 2013/14, 2014/15, and 2015/16 academic years. She explained that in order to allow for enough time after the completion of final exams, the fall semesters need to begin prior to Labor Day with classes starting on a Saturday.

The block scheduling process attempts to utilize classrooms efficiently. Currently classes are being inputted manually as work is completed on the installation of Colleague. This is expected to continue for the next three semesters and will hopefully cause no troubles. The fall 2013 schedule has been sent to the deans and is based on last year's schedule.

Sue also pointed out that the on-campus winter session has been extended to 4 weeks. For the two summer sessions, even though the number of class days for the two sessions differs, the schedule is designed to include equal meeting time for both of the sessions.

Once Colleague is fully operational, it will be asking that academic calendars be inputted for 4-5 years out. Given this, the request was made that in the future the FCTL is given a single academic year calendar annually to review.

**III. Educational Master Plan Update:** Dr. Guy Generals updated the group on the status of the Educational Master Plan (EMP). Some things have been revised in the EMP given the feedback received from the departments last December. A revised version of the EMP has been sent back out to the departments. This includes changes in the areas of health science, science, and math.

Also added to the EMP is an annual review of the operational goals. Guy handed out the portion of the EMP that discusses this. Also the EMP will be reviewed every three years to insure that it is still a relevant document.

Guy asked for input for ways to spend the capital improvement monies that was approved in last November's election. This money will be available only for capital items, not staff.

The group also discussed with Dr. Generals how faculty input could better be incorporated into the goal setting process. There is concern that there we may not be giving as much academic considerations when setting and reviewing goals. It was suggested that the leadership academy could be used to help with goal setting. Dr. Generals was asked to discuss using the leadership academy to help goal setting with Dr. Donohue.

The Educational Master Plan was approved by the group with one abstention.

**IV. NASA Update:** Susan Bowen distributed a grid outlining the times for rolling out the rest of Colleague. Everything is expected to be operating in the new system for the spring 2014 semester.

The student component will go live on March 4. Registration for the summer semester will be done on the new system with Fall registration starting April 8. The initial focus for the student component is on registration and transcripts. Non-credit course registration will begin with the fall 2013 semester.

A few concerns were brought up including the need to view a student's entire schedule to help in advising students (e.g., not taking two challenging courses during the same summer session). Also there was a concern that students would not be able to see the courses offered before the start of summer registration on March 4.

Susan asked for input for improving the degree audit process given the issues we've had with Integrow. Let Susan know if you would like to help with the degree audit work.

Should any students need help with Colleague, have them contact the ITS help desk.

#### **V. Standing Committees:**

- Library Committee – Pam Price distributed a mission statement for the committee. Please review this and give Pam your comments suggestions. The Library Committee mission statement will be up for approval by the FCTL next month.
- College Governance Council (CGC) – The committee is working on the constitution of governance which needs work as part of our preparation for our next Middle States audit. The CGC needs an FCTL liaison; please let Ken or Ed know if you would like to take up this role.
- Academic Integrity Committee (AIC) – The committee is working through the rest of the fall semester violations and have completed 7 hearings. Underreporting of violations continues to be a concern. Please report integrity violations as we will not be able to identify issues across multiple courses without this information. Remember that it isn't until a second violation that students start facing the potential of significant reprimands.
- Instructional and Professional Improvement (IPIC) – The group thanked everyone for their participation in the January pre-class week events. They were favorably received. The

group is looking into changing the format for the fall pre-class week, possible with an all day conference. The committee was asked if it would be possible to record the pre-class week sessions which they will look into.

- Curriculum Committee (CC) –No report
- Information Literacy & Critical Thinking – The group held an organizational meeting and is looking into what could be added to the adjunct convocation.

Meeting adjourned at 12:50pm.

The next meeting is scheduled for February 28, 2013