

ACADEMIC COUNCIL MINUTES
CE 207
1/30/08 – 4:00 PM

PRESIDING: Carmen Simone

PRESENT: Everett Akam, Joanna Anderson, Lynnette Anderson, Brandi Atnip, Jon Blesi, Rich Burk, Dave Cherry, Melissa Connely, Lois Davis, Laura Driscoll, Erich Frankland, Tammy Frankland, Dawn Gallinger, Jolene Knaus, Paul Marquard, Barbara Mueller, Liz Ott, Glenda Pullen, Anne Rognstad, Deanna Schaff, Joe Simon, Kent Sundell, Eric Unruh, Karla Volpi, Gretchen Wheeler.

ABSENT: None

I. Call to order 4:00 p.m.

II. Approval of minutes of December 17, 2007. Jolene Knaus made the motion to approve; seconded by Liz Ott. Motion passed.

III. Reports

A. Joe Simon, Faculty Senate:

- Joe reported that Faculty Senate approved the faculty handbook draft on Monday, January 28.

-He will be meeting with Dr. Nolte on Monday, February 4 to bring forward two items from the senate meeting - BOCES articulation agreements and Chapter 2 of the CC Policy Manual.

- Senate approved thirteen faculty development fund requests for a total of \$6500.00 and approved three sabbatical applications.

-Joe distributed copies of the faculty handbook commenting on the long process involved in the revisions and last minute adjustments made after comments from several of the division chairs. Joe and Erich were thanked for their hard work on the manual. There was some discussion. Jolene Knaus suggested that information on using the 2688 code wording to call and alert security in emergency situations be included in the handbook. Dave Cherry made a motion to approve with suggested changes as discussed by Jolene; seconded by Erich Frankland. Motion passed unanimously.

B. Rich Burk, Curriculum Committee:

- January 16, 2008 Curriculum Packet: Rich reviewed the contents of the January 16 curriculum packet. With the exception of one curriculum request to add a course fee to the Stagecraft class, the packet was approved by the curriculum committee. Course fees must first be approved by the fees committee chaired by Randy Stutheit. Carmen commented that she will be carrying that request forward to the committee. Deanna Schaff made the motion to approve the packet; seconded by Dave Cherry. Motion passed unanimously.

C. P. Marquard, Higher Learning Commission:

-Paul reported that five documents were reviewed by the various subcommittees last semester. Commentary provided by the subcommittees was inserted into the documents by Ami Dyrek. Paul added his own commentary to the documents over Christmas break. The documents have gone back to the subcommittees and they are in the process of finalizing their reports. Paul will have a draft of the comprehensive document ready to go by May 1.

-A summary of the puzzle survey will be released prior to spring break.

-Nine people will be going to Chicago in April for the National NCA conference.

D. Laura Driscoll, Dean of Continuing Education:

-Laura reported that the Center for Training and Development has received another ETSS grant for nutritional and environmental technicians that will include an ESL component.

-A specialist on terrorism will be presenting to law enforcement personnel in March.

-Disney will be presenting on June 6. The possibility of opening a second session is being explored as the first session has been filled.

-There are currently 120 members in OLLI program. The program is receiving a lot of support. The Burns Dinner will be the next event in celebration of Robert Burns – poet laureate in Scotland. The event is filled to capacity and they are looking for a larger location.

-Community education enrollments are up. Key applications opened today.

- The educational director of the Wind River Indian Reservation will be meeting with campus representatives to discuss ideas to increase the success of Native American students.

- The business Incubator project is going forward and obtaining funding commitments with much support.

E. Dawn Gallinger, Assessment:

-Dawn reported that work is continuing with Weave online Phase I – aligning mission statements to departments. Beginning late February, an additional step in the Weave process will be added.

-Survey monkeys have been busy readying to release comments on the first year experience survey.

F. Karla Volpi, Information Technology:

- Karla reported that Office 2007 will be launched on campus over the summer saying that it involves quite a steep learning curve as it is very different than 2003. IT is working with the business division to offer training for employees and faculty. How to notify faculty of the changeover and how to present training were discussed. Karla will be added to the next academic assistant meeting agenda to discuss when academic assistants would like to have the new package. Windows Vista will not be instituted until at least summer 2009. Word is that there may be another windows package available at that time and the college may be able to avoid using Vista as it seems to be very unstable.

-A preliminary listing of refresh machines will be on the web by Friday. Karla will notify division chairs of the refresh plans. She asked to be notified if others are in need of upgrading. She hopes to get an idea of the number of desktop vs. laptops that will be required for the refresh cycle for the upcoming year.

- The Girls Experiencing Tomorrow's Technology (GETT) conference format will be changing. The event is planned to be held in March in the AD building.

G. Anne Rognstad, Learning Communities:

- Anne discussed the fall deadline for placement of learning communities commenting that there is a new learning community course planned that will be a combination of college studies and medical terminology. Additional ideas are in the developmental stages.

H. Barbara Mueller, International Education:

-Barbara reported that the 2 day training seminar at our sister-college in Mae Hong Son, Thailand was a big success.

- The deadline for Busabout applications was January 11. Four participants have been selected – Georgia Wheatley, Kelly Politte, Terry Rasmussen, and Valerie Innella.

I. Ev Akam, Honors Program:

- Ev reported that there were 27 completers (87% retention) with an average GPA of 3.39 in the honors program for fall semester. Students must have a 3.5 or better to continue in the VERITAS program. A robust honors course offering is planned for fall.
- The Lydia Lyons workshop on teaching an honors course will be February 8. There are sixteen signed up to attend.

J. Gretchen Wheeler, Service Learning:

- Gretchen reported on data collection for Fall 07. Stats are incomplete at this point as she continues to collect data. With 12 instructors reporting there are 25 courses, 30 classes (multiple sections of some courses); 380 students involved in service-learning; 4,625 hours of service to Casper community (does not include hours from embedded classes). No count on agencies served yet. 25 instructors still to report.
- Partnership with Serve Wyoming - Center for Learning through Service and Serve Wyoming will be hosting service agencies from Casper on March 4, 2008 on campus for an informational gathering "breakfast" or "lunch". If there are agencies that faculty are presently working with and they would like to invite these agencies to this gathering, please send contact information to Gretchen. If faculty, administration or staff is interested in attending this gathering please notify Gretchen.
- Three Branch Model - 2 + 2 = 5 – Pilot Program will include 15 Gear Up students and 4 – 6 Casper College students that will be serving as team facilitators. Casper College students for the pilot program are fulfilling their service-learning assignment criteria in classes they are already enrolled in by participating in the 2 + 2 = 5 program.
- Gretchen provided clarification about the Student Volunteer Service Branch. Barb Meryhew, will be coordinating student volunteers – but this is not connected to the in class service-learning assignments. This is strictly a student volunteer program.
- Interest in service-learning continues to grow among our faculty, community and across the state. Gretchen has talked to the Governor and met with Dr. Ellen Kennedy who served for 7 years as the Director of Service-learning at St. Thomas University in Minnesota.
- Letters of recognition were presented to students in 4 different classes for their excellent work in service. Students were nominated by their instructors for this recognition. In addition to a letter of recognition, students received a \$20.00 gift certificate to the CC bookstore.
- Gretchen is In the process of organizing faculty and community advisory boards.

K. Lynnette Anderson, Library Services:

- Lynette reported that the library currently has six laptops (one Mac) available for check out with a few specifically reserved for faculty. They will be reviewing the check out procedure and deciding if it will continue as it now stands. She handed out posters about the computer availability and asked that they be displayed in the various buildings.
- Lynette commented that the Library is constantly adding database options and distributed a handout detailing how to access the 19th Century U.S. Newspapers digital archive.

L. Melissa Connely, Tate Museum:

- Melissa reported that things are evolving at the Tate Museum. They are currently reviewing and updating their strategic plan.
- She has been asked by Dr. Nolte to pursue two grants.
- A March 15 fundraiser for the Tate Museum will be held at the Petroleum Club. It will include auctions and music.

M. Mentoring Committee – Erich Frankland:

-Erich reported that the reception for the mentoring committee at Dr. Nolte's home was a successful event.

-The next mentoring committee meeting will involve community education. The group will be meeting with Laura Driscoll and will be looking at various opportunities with community education.

-They are also working on an advising workshop with BOCES.

N. Kent Sundell, Salary and Benefits Committee:

No report.

IV. General Comments

Joanna Anderson asked that those interested in serving on a new First Year Experience committee to contact her.

Erich Frankland made the motion to adjourn; Brandi Atnip seconded. The meeting adjourned at 5:00 p.m.