

**ACADEMIC COUNCIL MINUTES**  
**CE 207**  
**10/15/07 – 4:00 PM**

**PRESIDING:** Carmen Simone

**PRESENT:** Everett Akam, Joanna Anderson, Lynnette Anderson, Brandi Atnip, Jon Blesi, Rich Burk, Dave Cherry, Lois Davis, Laura Driscoll, Tammy Frankland, Jolene Knaus, Kevin McDermott, Liz Ott, Glenda Pullen, Anne Rognstad, Deanna Schaff, Kent Sundell, Eric Unruh.

**ABSENT:** Erich Frankland, Dawn Gallinger, Paul Marquard, Barbara Mueller, Joe Simon, Gretchen Wheeler.

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

**II. Approval of minutes of September 24, 2007. D. Cherry made the motion to approve; seconded by R Burk. Motion passed.**

**III. Reports**

**A. Rich Burk, Curriculum Committee:** Rich outlined the contents of the September 19 and October 3 curriculum packets previously distributed via email to Council members.

1. September 19, 2007 Curriculum Packet: D. Cherry made the motion to approve; D. Schaff seconded the motion. Motion passed.
2. October 3, 2007 Curriculum Packet: D. Cherry made the motion to approve; D. Schaff seconded the motion. Motion passed.

**B. P. Marquard, Higher Learning Commission:** Absent. No report.

**C. Joe Simon, Faculty Senate:** Absent. (*Simon's report was emailed to members after the meeting.*)  
The Faculty Alliance will begin reviewing proposed changes in policies that will directly affect faculty. According to Dr. Nolte, the plan is to have the policy manual and proposed changes on-line for review by the entire institution by the end of this semester. In the Senate meeting on Monday, there was also some concern over how faculty who are a part of Continuing Education and Educational Resources should be represented in the Faculty Senate. Many senators expressed concern that these faculty may already be represented through their respective divisions, but there are four in one area and five in another whose contracts list them as faculty but they are reportedly not represented through any academic division. Several senators also commented that they felt the current style of business cards should remain. There was some discussion at our previous meeting about possibly changing the style of the business card as well as the CC logo. The logo was last changed approximately 18 years ago. It was reported that the Wyoming Community College Commission had paid an advertising firm around \$200,000 to create a new branding program for the state's community colleges, but the result was less than satisfactory. At least one senator expressed an interest in seeing what the firm came up with for the commission.

**D. Laura Driscoll, Dean of Continuing Education:** Laura reported that the generational workshop on October 12 went very well. Her group is busy working on the Math and Science Conference coming up in January. They are also working on spring classes for OLLI, community education and the Center for Training and Development. Requests for customized training are picking up considerably. Laura reported that she had been meeting with the CAEDA and the Joint Powers Boards in a joint effort to examine the feasibility of developing a business incubator in our area.

The group submitted a request for proposals for a business incubator feasibility study. The cost of the study will be shared by CAEDA, the Joint Powers Board and Casper College. The proposal asks whether there should be an incubator in Casper and/or Natrona County; should it be any particular type of incubator; should it provide office space, financing, etc. Seven proposals are currently being reviewed and a decision is expected by the end of the week.

**E. Barbara Mueller, International Education:** Absent. (*Lois Davis outlined Mueller's written report.*)

From Oct. 4-Oct. 15, three administrators and two students from UNIDAVI, our sister college in Brazil, have been visiting the college campus, and familiarizing themselves with local Casper businesses. To introduce them to Wyoming as a state, they toured Cody and Yellowstone Park this past weekend. They will depart tomorrow, Tuesday. Liz Ott and the Business Division have been cordially hosting the visitors in their homes, providing transportation, and organizing the many activities for these visitors. This has been a good learning experience for both Casper College and our Brazilian guests - just ask Liz Ott!

Only four Casper College students have made a deposit for the Pueblo Ingles trip to Spain next July. Therefore, Barbara has invited the other community colleges in the state to participate as well as UW/CC. The program is open only to good students ages 18-23 who are native English speakers, and have little or no Spanish proficiency. The \$2,200 cost seems to be a major obstacle, although this is relatively inexpensive for a 2 week trip to Spain including airfare from Casper, especially considering the devaluation of the U.S. dollar. Pueblo Ingles has extended the deadline so students have until Oct. 29 to deliver their \$500 deposit and application to Barbara Mueller's office.

Dr. Nolte has funded an innovative grant program of \$3,000 each for four faculty members to visit Europe this summer, travel one of the 3 BUSABOUT loops through Europe, and develop an internet course based on locations found along the bus line. More information will be sent out to the faculty in early November.

The rector of "La Universidad Regional del Sureste" (The Regional University of the Southeast) in Oaxaca, Mexico has signed a Memorandum of Understanding with Casper College to establish a sister college relationship and that Memorandum is en route to Casper for Dr. Nolte's signature. This will be the third college with which Casper College has a sister college relationship - Unidavi in S. Brazil, Mae Hong Son in Thailand, and starting in 2008, University of the Southeast in Oaxaca, Mexico

The purpose of these memorandums is "to promote the strengthening of mutually beneficial educational exchanges and cooperative programs" such as "exchange of faculty, staff and administrators, student exchanges, study and faculty study and travel abroad activities, cultural exchanges, short term workshops, seminars and training programs, curriculum development and other activities of mutual interest."

**F. Anne Rognstad, Learning Communities:** Anne circulated a learning community's document that is being submitted to NCIA for recognition as an outstanding program. She noted her appreciation to the administration for their ongoing support.

She said that the Summer Institute at Evergreen was very powerful and allowed the attendees to organize, plan and focus on the subject at hand. A two-year plan was generated from the experience. A complete detailed packet of the plan and documentation is being printed and will be given to all advisory board members. Spring planning is underway. Anne mentioned a proposed fall offering being developed by Art Washut and Teresa Wallace. The course will pair criminal justice with interpersonal communication.

**G. Ev Akam, Honors Program:** Ev reported that the program is progressing very well. He is currently focusing on publicity and getting the word out. He discussed a recent article in the Casper Star Tribune – "Seeking Veritas". Ev noted that a few of the student comments were taken out of context. However, there were also several poignant student quotes present in the article.

- H. Gretchen Wheeler, Service Learning:** Absent. No report.
- I. Dawn Gallinger, Assessment:** Absent.  
Lois reported that Dawn is in the process of scheduling Weave On-Line informational meetings with department chairs and program directors. If you have not yet met with Dawn or set up a time to meet, please get with Dawn as soon as possible.
- J. Lynette Anderson, Library Services:** Lynette said that the library has been focusing on partnering with a variety of groups at CC, the school district and community groups around Casper. Books and exhibits will be on display in the library for the Literary Conference. The books will be permanently placed in the library's collection. Melissa Connelly will be presenting the next brown bag lunch presentation - "Dinosaurs and Genghis Khan".
- K. Kevin McDermott, Information Technology:** Kevin said that the IT Committee met last Friday. Kevin will be in charge of the IT newsletter which will most likely be distributed once a semester. The committee is focusing on IT best practices and working on the IT long range goal and assessment plan. Karla Volpi will be meeting with Grant Wilson tomorrow on strategic planning for the IT department. All were invited to participate if interested.
- L. Mentoring Committee – Erich Frankland:** Absent.  
Tammy reported that a date will be forthcoming on the mentoring event that will be hosted by Brent Pickett, UW/CC
- M. Kent Sundell, Salary and Benefits Committee:** Kent reported that the committee met last week and primarily discussed deadlines for the Rosenthal Awards.  
He said that the Salary and Benefits Committee is seeking input from the Endowment Committee as to how endowment monies will be spent this year. The Endowment Committee has not finalized their strategy. As Kent is also a member of the Endowment Committee, he explained that the legislature has set aside a long-term endowment fund directed toward faculty with specific emphasis being placed on improvements in vocational areas. Last year the paramedic program received support. This year support will be directed toward the robotics program. The Endowment Committee is also testing the water on a plan to split their money and direct a portion toward faculty retention and benefits as allowed in the guidelines. Additional faculty awards and developing a center for teaching excellence are being discussed. The center would serve as a central clearinghouse for faculty to get together in a more social setting to learn from each other and share ideas. The committee is looking at possible locations for the center on campus. They are also discussing funding staff support to assist with record keeping and research. Ebba Stedellie, Mary Kubichek and Grant Wilson have been instrumental in developing the idea and are hoping that interested parties will contact them with suggestions and input.

#### **IV. General Comments**

Kevin referred to a question that came up at the last faculty senate meeting regarding salary raises not being permanently funded by the legislature. Dr. Simone explained that the Governor's preliminary budget did not reflect that the legislative intent was to biennialize the raises. Dr. Simone said that it was certainly Casper College's intent to give permanent raises and that the number one priority of the Wyoming Community College Commission at present is to make those raises permanent. Discussion is ongoing.

The next meeting of Academic Council is set for November 19 at 4pm. in CE 207.

Meeting was adjourned at 4:45 p.m.