

ACADEMIC COUNCIL MINUTES
CE 207
12/17/07 – 4:00 PM

PRESIDING: Carmen Simone

PRESENT: Everett Akam, Joanna Anderson, Lynnette Anderson, Brandi Atnip, Jon Blesi, Dave Cherry, Dawn Gallinger, Jolene Knaus, Paul Marquard, Liz Ott, Glenda Pullen, Anne Rognstad, Deanna Schaff, Joe Simon, Kent Sundell, Eric Unruh, Karla Volpi.

ABSENT: Rich Burk, Melissa Connely, Lois Davis, Laura Driscoll, Erich Frankland, Tammy Frankland, Barbara Mueller, Gretchen Wheeler.

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

II. Approval of minutes of November 19, 2007. Dave Cherry made the motion to approve; seconded by Deanna Schaff. Motion passed.

III. Reports

A. Rich Burk, Curriculum Committee: Rich was absent.

- October 17, 2007 Curriculum Packet: Carmen asked if there was any discussion on the packet. She read an email from Erich Frankland voicing concern that the title of a proposed EMGT course *Terrorism Planning* was totally inappropriate. As he has offered courses on terrorism in the past, he also questioned the course originating in the Trades and Tech division. At the least, he asked that the course title be changed to reflect a less operational event such as *Counter Terrorism Planning*.

- It was noted that the curriculum committee had also questioned the course title. There was discussion and clarification was provided that the course deals with the aspect of the presence of hazardous material associated with terrorist activities. It was also noted that the course is being taught as part of the Emergency Management program which falls under the Trades and Tech area.

- Cherry made the motion to approve the packet providing the title of the EMGT course be changed to *Planning for Terrorism Events*; B. Atnip seconded the motion. Motion passed unanimously.

B. P. Marquard, Higher Learning Commission:

Paul reported that the five criteria have been thoroughly reviewed and are now in the hands of Dawn, Ami, and himself. Paul will be reviewing the information to check for overlap during the month of January. Review information will be returned to the subcommittees for comment in February and March. The documents will then come back to Paul for revisions and the first "real" report document should be available mid-May. An accreditation drill will take place sometime in September or early fall.

C. Joe Simon, Faculty Senate:

- Joe recognized Melissa Connely's successful efforts to recruit Faculty Alliance members. They are now at 73 paid members. Melissa has also been researching representation on Faculty Alliance for members who are part of the Educational Resources and Continuing Education areas. As a result, Beth Floyd will continue in her role supporting Educational Resources and Kelsee Miller will represent Continuing Education beginning in January.

- In conjunction with Dawn Gallinger, work is continuing on revising the method of faculty evaluation. The current evaluation tool will continue to be used for the time being. Evaluation of distance education courses is also a part of that effort.

- D. Laura Driscoll, Dean of Continuing Education:**
Laura was absent. No report.
- E. Karla Volpi, Information Technology:**
- Karla reported that a schedule for installing the balance of new computers will be posted to the website and sent to division chairs at the beginning of spring semester.
 - She reported that CPS (Classroom Performance System) wanted to do a pilot program with Casper College but it appears that the program will be kiboshed because of some wording in the contract saying that we wanted to standardize by using their product exclusively. Originally Karla read the agreement to say that the year we began the pilot program we would want to particularly focus on supporting their product. Concerns regarding ethics were raised and questions were asked.
 - Karla reported that we have a finalized, signed contract on Image Now document imaging software .
 - She said that they are also looking at a new phone system and training to implement the system.
- F. Barbara Mueller, International Education:** Barbara was absent. Carmen read the following report.
- Since I will miss the Academic Council Meeting next week, you might mention that the reason I am not there is because I am presenting a 2-day training seminar at our sister-college in Mae Hong Son, Thailand. The administrators from the 18 community colleges in Thailand have been invited to learn about community college organization, administration, and entrepreneurial fund raising. I am bringing the new DVD produced by Todd Cotton to highlight Casper College.
 - The deadline for Busabout applications is January 11. I have had several phone calls from various Divisions asking for additional information so hopefully there will be a wide variety of applicants.
 - I am currently working on organizing a one-week Alumni trip to Oaxaca, Mexico from Oct. 27-Nov. 4 to coincide with the Day of the Dead activities. Plane fares are extremely expensive from Casper, however, so I am considering other alternatives.
 - Katie McMillan submitted the Title VI grant application for International Education and Languages at the end of November. It will be several months before we receive a response.
 - I continue to send out periodic announcements to the faculty and administrators about international opportunities in an effort to encourage the development of a more global curriculum.
- G. Anne Rognstad, Learning Communities:**
- Anne distributed a handout on Integrating Library Research with Business. She also distributed an example of lesson plans demonstrating how a developmental English class can be integrated with a history class.
 - Ann will be happy to meet with those interested in developing a learning community to alleviate their fears and show how a learning community can be created in an hour. Carmen suggested she work with Ebba Stedellie and Mary Kubichek to offer a course through the new Center for Excellence that is currently in the developmental stages.
- H. Ev Akam, Honors Program:**
- Ev reported that he is working with Alison McNulty to overcome registration roadblocks for the honors program students. He discussed developing a gateway class saying it is a necessity in order to establish bonds and build a foundation for his students.

- On February 8 the National Collegiate Honors Council will present a workshop on teaching an honors course.

I. Gretchen Wheeler, Service Learning:

Gretchen was absent. No report.

J. Dawn Gallinger, Assessment:

- Instructors whose courses were selected for CAAP have been notified. Dawn has offered to administer the test if instructors are uncomfortable with the process.
- During March Dawn will have meetings with those involved in general education courses to gather and define assessment materials.
- The Spring 2008 Pre-Lim Student Survey is scheduled February 11-29 in select courses. Dawn will be contacting individual instructors to ask about surveying students.
- Assessment workshops are schedule February 25-29 on assessment basics, writing outcomes, measures, course mapping and WEAVE.

K. Lynnette Anderson, Library Services:

- The library will be closed to the public January 7-11. If anyone needs something from the library during that time, they should contact Lynette and she will make arrangements to cover your needs.
- The first brown bagger of spring semester has been set for January 25 – Val Innella will be presenting “In the Steps of Gauguin”.
- Lynnette encouraged everyone to check out the tutorials that are being developed by librarians around the state as part of a state-wide initiative funded by a distance education grant from the Commission Incentive Funding. The tutorials are available on the library website. Any questions on the tutorials should be directed to Michelle DeSalvo.
- Karla asked if we are currently involved in E-brary – an online book service with some impressive distance education resources. Lynnette said plans were in the works to offer that service.

L. Melissa Connely, Tate Museum:

Melissa was absent. Kent Sundell reported that the Tate open house was very well attended. They are in the process of planning a conference in June and will include a fish fossil collecting expedition as a part of a conference.

M. Mentoring Committee – Erich Frankland:

Erich was absent. Carmen read a report from Erich. He reported that there will be a reception at Dr. Nolte’s in January for the new faculty and the mentoring committee.

N. Kent Sundell, Salary and Benefits Committee:

Kent stated that there are three applicants for the Rosenthal Teaching Award this year. The group briefly discussed the Rosenthal process and possible changes to the nomination procedures.

IV. General Comments

Joanna Anderson reported that we have had 2-3 students who have encountered major medical problems in the last few days. Student services will be calling all of the instructors of these students individually to find out if there is a possibility of the student finishing out the semester. Joanna asked for any suggestions that might serve these students best.

The next meeting of Academic Council is set for Wednesday, January 30 at 4pm. in CE 207.

Meeting was adjourned at 4:50 p.m.