

CFC Meeting Minutes

October 7, 2015, 3:30 in the Vogel Room

In attendance:

Seid Adem	Park Lockwood	Tracy Routsong
Rick Barker	Gabi Lunte	Janet Sharp
Sharla Blank	Taylor Marcell	Ian Smith
Karen Camarda	Eric McHenry	Ann Marie Snook
Charles Cranston	Kim Morse	Sharon Sullivan
Jason Emry	Mark Peterson (for Chris Hamilton)	Jennifer Wagner
Rachel Goossen	Dave Provorse	Ye Wang
Michael Hager	Michael Rettig	Corey Zwikstra

Absent: Chris Hamilton (Mark Peterson sub)

I. The meeting was called to order by Dean Stephenson at 3:30 pm.

II. *Approval of Minutes, September 2, 2015

- A. Correction – Hispanic serving institution
- B. Motion to approve moved and seconded
- C. Motion carried.

III. Division Reports

A. *NSD March 13 Minutes

1. Motion to approve moved and seconded
2. Motion carried.
 - a. A discussion was made regarding the timing of official minutes and voting. The question was made whether we can approve minutes until they have been voted on by the division.

B. *SocSci September 16 and September 23 Minutes

1. Motion to approve moved and seconded
2. Motion carried.
 - a. LE 100 has been approved through the division and will now go to CFCCC.
 - b. After the discussion regarding division minutes, it was decided that Social Science division would send out minutes and get results from that email prior to our acceptance.

C. *EDKN September 16 Minutes

1. Held for approval from EDKN

IV. New Business

A. New Program

1. *Bachelor of Music in Music Performance- Guitar Emphasis
 - a. Motion to approve moved and seconded
 - b. Motion carried.

V. Discussion

A. CAS Faculty Travel

1. Currently budgeted at ~ \$57,414

2. Faculty are eligible for up to \$1000 based on paper, chairing/paneling, or attending a conference.
3. The college has allocated 98% of the funds already.
 - a. 80 faculty; \$636 was the average amount spent; 10% of faculty were attending conferences without presenting
 - b. Priority goes to a first trip if funds are limited. It is encouraged that individuals submit for funding in anticipation of a trip.
 - c. It was discussed whether being a “commentator” would be eligible for the full \$1000 funding. The Dean’s office looks to department chairs to help differentiate the funding levels, but that for some departments, a “commentator” may request the full \$1000.

B. SIR-II *

Comments

1. We are transitioning to an Opt-Out option instead of Opt-In. If you are going to Opt-Out, you need to email Matt Arterburn with your course sections and CRNs.
*A motion was made to use the SIR-II on the Opt-Out scale. Show of hands.
Motion carried.
2. There will be a survey window. There was a discussion regarding the length the window should be open.
3. Small classes can still get data, it just can’t get consolidated.

Concerns with SIR-II

4. There is a concern noted regarding who has ownership of the data collected. The company can aggregate the data and can access the information.
5. Instructors will need to request tablets if they need them for their classes.
6. It does not work with Blackberry.
7. There was a concern mentioned regarding how it will look for formatting and consistency for those going up for tenure and promotion.
8. A concern was brought up regarding whether the wireless is ready for this switch
9. There is a question about what is the anticipated return on the cost for this change – are we hoping to hire better faculty from this information?
10. It was mentioned that data could be skewed based on how instructors gave the survey – in class versus online, with incentive versus no incentives.

C. *Recruitment Process Overview

1. There is a manual that you can request from Richard Liedtke.

D. *Senior Lecturer

1. Discussion at the VP level regarding implementation of this new position.
2. Professional Development Committee has been charged to look at this.
 - a. What will the process look like?
 - b. Who will make up the deciding body?

VI. Announcements

- A. Grand Homecoming – October 23/24
- B. CAS office has been decorated with local art – Invitation to take a look.
- C. Take Back the Night - October 29, 2015
- D. John Lewis – October 14 7:00 in White Concert Hall
- E. King Lecturer: Amy-Jill Levine – October 15

VII. Meeting adjourned at 4:56pm.

Discussion Wish List

Discussion regarding how to get a list of first year students for easier Midterm grade reporting.

Discussion regarding Chartwell's new contract.

Discussion regarding Senior and Transfer Days

Next CFC Meeting: Wednesday, November 11, 3:30 p.m. in the Vogel Room

Respectfully submitted by Tracy Routsong