AGENDA

- Title V: New Grant Position – Gabriela Gamiz
- Chair Manual-Dr. Deobrah Makin
- Spring Schedule Issues-Dr. Deborah Makin
- Dialogue: Resource 25
- Other-Open Floor

MINUTES

ATTENDEES:

Dr. Diane Dieckmeyer Deborah Tompsett Makin Tim Wallstrom Jimmy Hill Joe Eckstein Julie Taylor-IDS

Dr. Gaither Loewenstein Melissa Bader Mike Cluff Mark Lewis Gail Zwart Wendi Gonzalez-IDS

Dominique Hitchcock Lisa Nelson Carol Farrar Todd Wales Susan Lafferty-IDS
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<th>Name</th>
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<td>Gabriela Gamiz-</td>
<td>Coordinator, Student Academic Support-special project assignment. Primary responsibility to develop and oversee programs/services that facilitate student learning and success. Close partnership with tutorial. Incorporates tutors in basic skills math, anthropology, languages, social sciences, and sciences. Success of existing programs shows academic success and course completion. Interest in extending programs this year through tutor training program. Would like to do a presentation to peers. Request feedback on proposed tutor training program. Draft of coordinated student tutor program was provided. 1 year program .6 FTE per semester. If additional person is required, Title V has funds for second position @ .6FTE. Faculty would provide leadership. Tamara Caponato would coordinate &amp; communicate with tutors-collaborative position. Examples of Duties attached.</td>
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**REPORTING:** Faculty member would possibly report to Dr. Dieckmeyer. The reporting process is in development.

Mark Lewis-positive response, but more thought needs to be given to faculty input.

Joe Eckstein-Question of increase in release time. Increasing release time among FT faculty decreases time in class.

**English 4:** Tutor training already exists as an academic class. How will this be coordinated? Is this a duplication of process?

**Questions:**
- Facilities-Where would the tutors be housed?
- Contract?
- Hours?
- Support:

**Suggestion:** Include David Mills in review of overview as Faculty Development Coordinator.
**Deborah Makin-Chair Manual**

Introduced idea of Chair Handbook or Manual. In the past new chairs have often been put into the position with little or no training to meet the demands of the job. This would be a resource to help guide them to understand some of the areas of responsibility they will have to address in their new position.

Suggested development of handbook be parsed out among experienced chairs/$500 stipend (or whatever is fair).

Possibilities includes:
- Description and responsibilities of chair of chairs-D. Makin
- Enrollment Management/SPSS data-C. Farrar
- Scheduling B. Prior/J. Eckstein
- Classroom utilization-B. Prior/J. Eckstein
- Board of Trustees-G. Zwart
- Budget-?
- Assessment-S. Tschetter/A. Flick
- Program Review (full and annual) J. Thomas
- Curriculum Issues – B. Pavlis
- Working with IDS-J. Taylor

Money is available through Title V. Special project goes toward total FET. Please email suggestions to D. Makin or contact her in person.

**Spring Schedule Deanlines**

Working on spring-Rolling fall to spring with rooms (due to fast track) Next year it should roll fall to fall/spring to spring since fast track will have had 1 full year with room assignments.

Laurie to provide copy of Spring 2007 CSAR with actual #’s at census

Get to chairs by September 19 utilizing R25 with rooms. Chairs to return to IDS by Oct 5.

Issues-distance between classrooms

Horse trading of rooms is problematic. Need student friendly schedule vs faculty friendly

Discussed possibility of winter/spring schedule out by end of fall? On line shadow classes (zero capped) Easier to cancel than create.
| Bookstore Issues- D. Makin | 3rd week of classes and still no books for some classes in the bookstore. Bookstore making individual students order books. Unprofessional behavior—bring in Todd and Josh for discussion. Bookstore will not duplicate books for different classes.

Mark up is too high.

Dr. D. to set up conference w/bookstore. |
| Faculty Ranking | Matrix for faculty ranking will be provided to Dept Chairs by Dr. Loewenstein. Must be completed by 9/28 for next APC Mtg.

Questions: Will Co Chair counsel change the chair recommendations? How will this work? Needs clarification. |

Next Meeting: Friday, September 28, 2007 9:30-11:00 ST 107 |