Academic Division Minutes

Friday, December 13, 2013

1. Review of the Academic Division Goals – Mike Stutz
   1. Focus on brand identity for TRCC and how this relates back to the mission
   2. Encouraged departments to create mission statements
2. General Education– Mike Stutz
   1. Professional Day for faculty on January 22nd will be focused on General Education through the use of TAP
      1. Faculty will be asked to find identify an assignment and assign competencies which will all be saved as education artifacts through Digication
   2. Emphasis will be placed on how current course objectives align with TAP and identifying these in the syllabus
3. Digital Portfolios & Digication – Jodi Calvert
   1. Presented by Jodi Calvert, Director of Learning Initiatives on the implementation of Digication
   2. What is Digication
      1. Digication is an e-portfolio that allows both faculty and students a platform to store academic progress.
   3. Future Goals for Digication
      1. In depth tutorial and project will take place during Professional Day on January 22nd
      2. Focus on creating a useable product for faculty and students
      3. General statement regarding Digication will be added to all syllabi
      4. Kem Barfield is working practical student instruction
4. Course Copies – Kem Barfield
   1. Kem Barfield announced that Blackboard hosting will revert back to the Blackboard Corporation (instead of being hosted by the System office in Hartford). This switch will occur over December 25th and should be up and running on December 26th. The format will look and run the same but with fewer service issues.
   2. Kem refreshed faculty on the proper procedure to create a course copy on Blackboard. Currently, you cannot create a new course copy but will be able to once the switch over has occurred. If you copied your course already, it will be moved over during the hosting switch along with all other courses.
   3. There is a video to watch that helps explain the process of course copy along with additional resources on the [TRCC Ed Tech website](http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Faculty_Bb.shtml)
5. Dean’s Report – Dean Ann Branchini
   1. The mid-year progress report has been sent out. This is a sum of the various reports from all areas of the college. It has been presented to Governance.
   2. The curriculum committee met on Friday, December 13th. One topic up for review is the online course evaluations. There is limited participation in the online format which has led to the decision to move back to the paper evaluations to increase feedback. The departments chairs have agreed to implement this for Spring 2014.
   3. PA 12-40 implementation has granted additional funds that allowed TRCC to create two permanent/tenure track positions: 1 Math and 1 English.
   4. There are a variety on-going searches both full time and part time. Please see the website for more details [Employment](http://www.trcc.commnet.edu/Div_Administrative/HumanResources/jobs.shtml).
   5. Dean Branchini would like to begin diving quarterly budget reports to the Academic Division. These reports would focus on the operating budget and how that affects the Academic Division. Dean Branchini has asked that everyone prioritize the funds they are requesting due to constraints on the budget.
   6. Dean Branchini thanked Ellen Freeman for her service and dedication to the College. We all wish her well in the future.
6. BOR Teaching Awards – Patrick Knowles
   1. The Board of Regents has created a new nomination system that will recognize Assistant and Associate Professors who excel in teaching. In the future, an additional award for adjuncts will be added. The policy relating to nominations and awards is included as an additional attachment.
   2. The Academic Division voted and approved the measures.
7. Library – Fred Knowles
   1. Professor Fred Knowles updated the Academic Division on the status of the library, particularly in regards to funding.
   2. The library is asking for their budget to be returned to $200k from the current $100k. The library is an important reference resource for students and there is currently only one reference librarian. The increase would allow for an additional staff.
   3. Student Government recently purchased a portrait of Dr. Martin Luther King, Jr. to hang in the library. Their generous donation will be hung in time for MLK Day.
8. Book Discussion – Jon Brammer
   1. Professor Jon Brammer noted that the book for discussion this spring is “Cultivating the Spirit”. The book is a close look at the lives of students: what motivates students? What is important to a student’s inner life? How does education impact goals?
9. Announcements
   1. Will O’Hare - Workforce Education is having a session on how to build and play your won bamboo flute. The class is on February 28th and the cost is $100 (includes all materials).
   2. Steve Neufeld – The sustainability posters are on display outside the café. The 2 winners have each been given a $50 prize. The poster contest will also happen again next spring.
   3. Irene Clampet - The business students planned their 2nd annual Winter Fun Festival for Saturday, December 14th.
   4. Sandra Jeknavorian – Art students organized an art sale for Monday, December 16th.
   5. Sheila Skahan – There is a memorial to Sandy Hook outside Professor Skahan’s office. Also, the Innocence Project will be visiting campus this spring, please consider the visit as a teaching moment.
   6. Phil Mayer – Three Rivers raised over $23k for the State Employee’s Campaign. A big thank you to all who participated.