**Minutes: Academic Division Meeting Friday 04/09/2010**

Meeting started at 1:09pm.

***Motion to move the Itunes presentation from after the CFT discussion to before the CFT presentation*** (Carroll/ Delaney); motion passed

**DEAN’S REPORT:**

1. On Thursday May 6, 2010, TRCC will hold an Open House from 3 to 6pm. Members of the “external community” including the “legislative community” will be invited. Faculty and staff are invited and encouraged to attend (or at least be present on campus); there will be a ceremony at 4:30pm.
2. On June 18, there will be a retirement dinner for Dean Anderson at the Coast Guard Academy; an invitation will be sent to all in the near future.
3. *TEXTBOOKS:* The Textbook Community, under the leadership of Patrick Knowles, is continuing its hard work based on the Chancellor’s request that it stay active to address issues relating to the cost of textbooks and to ensure compliance with federal and state law. Also, students will have the option of *renting textbooks* for one semesterbeginning in the fall semester. Currently 6243 books are available for rental; instructors will be able to add their chosen texts to the list of available rental books; more details to follow.
4. *PELL GRANT:* Dean Branchini announced a MAJOR change in how Pell Grants are awarded: beginning this Academic Year, students will now be able to get financial aid to attend summer courses. Consequently, a large increase in enrollment for summer classes is anticipated.
5. *VISTA SERVICE LEARNING GRANT:* The Dean thanked Janet Hagen, Chantal Krcmar, and Brian Clinton for their hard work is securing a grant from Vista for TRCC’s service learning projects and courses.
6. *ONLINE EVALUATIONS:* During the week of April 12, all faculty will receive an email with an attached powerpoint which has information on the online evaluation process that students will use. The evaluation form is exactly the same as the one that is used in class, with room for comments. Faculty are asked to remind their students to complete the evaluation form, which will be available during the last three weeks of the semester. When faculty log into Banner, we can see the number of students who completed the process but not who completed evaluations. All colleges in the system are beginning the online evaluation process simultaneously. June Decker raised a concern that some of our students do not have access to a computer on a regular basis. Peter Patsouris asked if students have an incentive to complete the evaluation (NO). Leslie Samueulson suggested giving our students a small number of points if they print out the form verifying they completed an evaluation. Ellen Freeman noted she had good participation from Nursing students who were asked to complete similar evaluations online. Jen DeFrance reminds her online students each week to complete their course evaluations via her assignments. She also informs them of changes she has made due to student input and reiterates that she takes student feedback seriously.
7. *NEW EA TO DEAN BRANCHINI:* George Rezendes will be the new Educational Assistant to the Academic Dean. TRCC will need to conduct a search to fill the now vacant position of Institutional Researcher.
8. *EMERITUS BALLOTS/ PLAQUE*: Carole Lee willemail the emeritus ballots; please complete and get them to Carole Lee by next month.

***Motion to approve the minutes of the March 2010 meeting as amended:*** (Delaney/Mayer) Motion passed.

**GENERAL ED UPDATE**: Joan Graham reported that the General Ed committee is continuing its work on rubrics; more information will be presented at the May 2010 AD meeting.

**ACADEMIC ADVISING UPDATE:**

1. There will be a Career Expo on Monday, April 19th.
2. Financial Aid is now available for Summer courses.
3. Please remind students that scholarship applications are due on April 16th.
4. Brian Kennedy, Jen DeFrance, and Meg Wichser announced the following updates to advisors: (Please note: more details can be found in the advising email; which all will receive)
5. English 094 is splitting into two separate courses: Reading and Writing. Advisors FOR THE FALL 2010 SEMESTER ONLY can request advisees be given a retest of the Accuplacer exam if they feel their advisees will place into ENG100 despite not having successfully completed ENG 094.
6. Students can waive the MAT requirement of they have at least a 550 on the MATH SAT.
7. There are changes in prerequisites, new courses and new degrees, and changes in various programs of study – see aforementioned email for details.
8. Jon Brammer reminded everyone that Chinese I and II are now being offered.
9. Mark Comeau announced that there are flowcharts developed by Anthony Benoit available to assist in advising Technology students.

**PRESENTATION:** ITUNES UNIVERSITY by Kem Barfield and Amanda MacTaggert

**CENTER FOR TEACHING DISCUSSION:** “Survival mode” a discussion about the pros and cons of TRCC’s record increase in enrollment.

* The lack of resources continues to be a problem.
* More in-class tutors needed (can be funded with federal work-study dollars)
* TASC tutoring center does not have adequate space to help the hundreds of students each semester seeking help.
* More diversity (not just age, race ethnicity but also experience, work habits, and study skills) in our classrooms is a good thing.
* Dave Ferreira offered to assist in grant-writing
* Cafeteria needs expanded hours to meet needs of evening population.
* Amanda MacTaggart will assist instructors in putting exams online.
* Teachers noted the need to be flexible due to the increased number of our students with diverse needs; they also noted working longer hours as well.
* Due to the aforementioned need to work longer hours to meet the needs of our growing and diverse student population, do the teachers have to leave at 10 or is there way that they can stay later to get work done? If teachers must be asked to leave at 10pm, ensure that it is done politely.
* Student Services’s resources are stretched very thin.

**ANNOUNCEMENTS:**

* Terry Delaney announced that 4C’s professional development fund will be sponsoring a bus trip to NYC’s Museum district on May 24th for interested faculty. Spouses and students will be invited later on a space-available basis.
* Nominations for AD chair are due at 12 noon on Monday, April 12th to Carole Lee. Currently, Phil Mayer and Kent Harding are nominated. Carole Lee will send a ballot via email.
* Chris Hammond will be reading an original piece of fiction on Thursday, April 15th from 11 to 1 in the library as part of Library Week.
* Peter Patsouris and Jen Seelhorst will be giving a presentation on intrinsic motivation on Thursday 04/15 from 4 to 6pm. Those interested in attending should RSVP with Jen.
* Chantal Krcmar reminded everyone about the ice cream social and cookie bake-off in the cafeteria on Friday April 9th at 3:30.
* Joan Graham announced that PTK will have its induction ceremony on April 28th from 6 to 8pm and promised she would email a list of eligible students to faculty.
* April 28th2pm there will be a speaker on women’s issues.

***Motion to adjourn*** (Patsouris/ Ashton) 3:07pm.