

## 2009 Spring Faculty & Staff Professional Development Workshop

### Minutes

Ward Technology Building

January 5, 2009

#### Registration

Registration tables were out front in the Ward's Technology Building lobby for each faculty and staff to sign in. Light refreshments were served on the second floor.

#### Opening Session/Call to Order/Inspirational Moment

Dr. Crawford called the meeting to order, he welcomed the faculty and staff back from the holidays. Dr. Crawford read an inspirational piece; he reviewed the agenda and asked if anyone needed Ethics training, no one needed Ethics Training.

#### President's Remarks

Dr. Ward gave a State of the College Address. He discussed the following issues:

- Challenges for 2009 school year
- Proration (14%) 2.5 million budget cut:
  - Cut travel and material and supplies
  - Cut adjunct faculty
  - Summer School budget cut
  - No new positions
  - Larger classroom size
  - Fall salaries and benefits
- Grant Writing
  - Write more grants for federal dollars
- New Mission Statement

#### Updates Divisional:

Administrative and Student Services

Mrs. Sharon Crews provided handouts of her PowerPoint on the States' Appropriations cut 14% 5% reduction \$865 million dollars; another 9% reduction \$1.6 million dollars and 9% prison reduction 56 thousand. Total reductions 2.5 million dollars. She went over the following cost cutting measures for proration:

- Reduced temp in buildings to 68 degrees
- Turning off lights when they aren't needed
- Travel
- Advertisement
- Class sizes maximized
- Summer School
- Travel

Travel should be for professional development and will only be approved from restricted funds

#### Baseball Travel Reduced

Travel mileage from 58.5% to 55.0 per mile

- Purchasing process
  - Proper procedures
  - Save money
  - Discounts
  - Bookstore purchase
- On-line Registration
- Human Resources:
  - Background checks
  - Ethics Training
  - Outside Job Forms
  - Sexual Harassment PolicyAll new hires must be submitted to Department of Postsecondary and approved by Chancellor
- Organizational Chart
  - will be published on the L Drive
- Student Services will be open the next 3 Saturdays

Dr. Cynthia Anthony gave updates on Student Services

- Registration:
  - Tuesday – Thursday 8:00 am – 7:00 pm
  - Friday 8:00 am – 5:00 pm
- Testing (Birmingham campus):
  - Ward Building labs 1, 2, & 3
- Preregistered 2200
- 650 students paid
- Faculty make sure you direct students to cashier's office
- Help Desk
  - Open Monday, January 12<sup>th</sup>
- Corporate Services
  - Classes are not funded through any federal funding or scholarship
- Admission Process
  - New Policies and Procedures/ State Issued
  - ID required for all incoming students
- Retention
  - Fall Enrollment increased
  - Print Degree Plans are all up-to-date

Dr. Bruce Crawford called Dr. Sheri Davis up to review fall evaluation results:

Dr. Davis read the evaluation results, she passed out a handout. (See the Attachment)

Dr. Crawford recognized Tom Berryman for Snap-on Tools Program. Dr. Crawford gave the following report on Instructional Services Division:

- Organizational Chart – Instructional Services

- Focus on retention
- Faculty and Staff Evaluations
  - Mid-year Evaluations (January 30<sup>th</sup>)
  - Instruments Changes
  - Annual Evaluation (May 1<sup>st</sup>)
- Registration
  - Faculty Advisement
  - On-line Student Registration
  - Helpdesk Assistance
- Policies
  - 700 and 800 Series SBOE Approved
  - Seniority/Rotation Principle
  - RIF (Reduction in Force)
  - Substantive Change
  - Copyright Policy (Reminder)
  - Professional Attire (Queries)
- Policies and Procedures Manuals
  - L-Drive
  - All are being updated
  - Technology Plan
  - Textbook Selection and Adoption
- Standing Committees Meetings and Minutes

MIS/Dr. Randy Glaze

- Emergency Notification System
- Wireless Communication System – College-wide
- Email: system Changes

Reminders

- Mid-year Evaluations
  - Due Date: January 30, 2009
  - Submit to Vice President for instructional Services
- Second Job Notification
- Family Disclosure
- Committee Assignments
  - Posted on L-Drive or Received via Email

Training Session I

- QEP: The Freshman Encounter
  - Dr. Myrtes Green gave the Introduction on QEP (Quality Enhancement Plan) she stated the following:
  - The concept of quality enhancement is at the heart of the COC SACS philosophy of accreditation. Each institution seeking renewal of accreditation is required to develop a Quality Enhancement Plan (QEP). Engaging the wider academic community and addressing one or more issues that contribute to institutional improvement, the plan should be focused, succinct, and limited in

length. The QEP describes a carefully designed and focused course of action that addresses a well-defined topic or issue(s) related to enhancing student learning.

Dr. Sherri Davis came up next and gave a report on the purpose of QEP, she stated the following:

- To review the QEP, its inception, goals and aims.
- To help faculty and staff to crystallize their understanding of the QEP.
- To provide faculty and staff with an opportunity to discuss the QEP and articulate, in their own words, how the QEP will help LSCC students.

Dr. Cynthia Anthony came up and reviewed the Topic Selection of QEP, she reviewed the following:

- Responses from questionnaires from faculty, staff and community stakeholders
- Data from student questionnaires
- Research on each proposed topic
- Data from course completion information (i.e., PSY 101, COM100, ENG101, SPH107, etc...)
- CAPP results and developmental entrance numbers and developmental retention rates
- Based on an analysis of these data, the QEP preliminary leadership team suggested **a topic that was approved** by the president and the Administrative Cabinet
- Targeted QEP student learning topics include:
  - Self-empowerment
  - Accepting Ownership
  - Thinking Critically
  - Leadership Skills
  - Technology Skills
  - Oral and Written Communications Skills
  - Study Skills
  - Time Management

Dr. Sherri Davis came back up and asked could she have six volunteers from the audience. Stephen Walker, Joe Hollis, Hosea Alvarado, Elijah Anthony, Randy Fails and Lashundra Lewis came up from the audience. Dr. Davis gave each one a sign to hold up it was **e<sup>3</sup> 4 life (empower, engage, equip for life)**

- **Empower: By learning how to set and achieve goals, how to overcome challenges, the importance of being positive, and how to measure their progress, students learn how to enhance and increase their chances for success. When students take ownership of their education they take personal responsibility to do something meaningful and positive to change their lives. With ownership comes dignity and self-respect. Teaching students how to**

set and achieve realistic goals will make a significant, long-term difference in performance in the classroom, in the workplace, and in life

- **Engage:** Student engagement is critical to student success. The Community College Survey of Student Engagement (CCSSE) is built on the premise that student engagement -- involvement, integration, and quality of effort in social and academic collegiate experiences -- is significantly related to student learning, persistence, and academic attainment. (CCSSE, Student Engagement and Student Outcomes).
- **Meaningful student engagement is essential to increasing the number of students who are successful at the college**
- **Equip:** We want to go beyond academics in preparing students for life. Throughout the curriculum the focus will be on respect for self and others, effective critical thinking, communication, technology, social, time management, study, and leadership skills for life
- ***A focus on the individual, intellect, innovation, inspiration, integrity, intent, introspection, intuition, etc. Students learn the power of self-reliance, self-assuredness and accepting responsibility for individual decisions.***

Dr. Anthony came back up and spoke on SPACE (*Student Persistent through Assistance and Collaborating Efforts*) and CTEL (*Center for Teaching and Learning*) Dr. Anthony said this would replace PSY100; every new student will come and be a part of this lab.

Dr. Ward came back up to speak to the audience about how we are going to fund the aspects of the QEP on both campuses. External funding will be absolutely essential. Dr. Ward mentioned how Dr. Murray has been relatively successful in bringing in grant money. He and other are working on planning for a Health Science building on the Bessemer Campus.

Dr. Davis made some adjustments on the agenda because the morning session had gone over about 30 minutes. She stated that lunch will be from 12:00 – 1:15 pm and Training Session II will start at 1:15 pm instead of 1:00 pm. Dr. Davis stated that all faculty members must attend at least one Blackboard Training Sessions designed to introduce the new 2008 updates.

After lunch each faculty member went to one of the sessions below:

**Training Session 1:**

Ethics Training—Executive Board Room, 3<sup>rd</sup> floor

Required Blackboard Training—Dr. Alice Tyler Milton, Lab 1

Stress Busters—Cedric Burden, Lab 2

Managing Multiple Priorities—Shelly Millender III, Lab 3

**Training Session 2:**

Required Blackboard Training—Dr. Margaret Robinson, Lab 1

Stress Busters—Cedric Burden, Lab 2

Managing Multiple Priorities—Shelly Millender III, Lab 3

After the training sessions Dr. Crawford announced that we will wrap-up with an ice cream social in the lobby of the Ward Building and each faculty and staff member were asked to turn in their meeting evaluation.

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Kimberly McKenzie, Recorder

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