

2008 Fall Planning and Training Conference

ACATT Building (Birmingham Campus)

Thursday, August 14, 2008

8:00 am to 4:30 pm

MINUTES

The meeting was open by Dr. Crawford welcoming all the faculty and staff back for the new school year. Dr. Crawford stated that the President and his cabinet were excited about the new year as well. He stated that we had a great summer school and he hoped that all the instructors rested on their short break. Dr. Crawford stated that Dr. Ethel Hall would bring greetings to the Lawson State's family.

Dr. Hall brought Greetings. Dr. Hall stated that she was excited about the upcoming year and she knows the students will have a great year with this great group of faculty and staff. Dr. Hall spoke on issues going on in Montgomery at the State Board.

Dr. Ward addressed the entire Lawson State's Body by first welcoming us all back to the new Fall 2008-2009 year. He also expounded on our theme for the coming year "Equip, Engage, and Empower". He stated our priority is to nurture, empower, and build a more inclusive and diverse institution in our community. We are committed to helping our students to discover their selves in a positive way. We must empower our students through our scholarship and leadership. Dr. Ward told the administrators, faculty and staff that we play a vital part in helping Lawson State become the best institution in the state.

Mrs. Sharon Crews, Vice President of Administrative and Student Services, gave her divisional updates; she had a handout that she asked everyone to get out of their folders to follow her as she does her presentation. Mrs. Crews first gave her mission statement for the Division of Administrative and Student Services. Next, she gave the goals, accomplishments and 2008-2009 unit plans for each of her division. Lastly, she updated us on the upcoming year informational exchanged.

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Dr. Bruce Crawford, Vice president for Instructional Services gave his report on his division. Dr. Crawford gave the mission of Instructional Services, he also highlighted Library and Learning Resources; College Transfer; Health Professions; Career Technical and Business and Information. Dr. Crawford gave Data Source on each program. In Dr. Crawford handouts he had copies of Instructors and Support Staff Evaluation and Documentation of Employee Professional Development Forms. Dr. Crawford asked the audience did they receive their Intellectual Property Policy through email on July 7, 2008. They replied yes, Dr. Crawford asked did anyone have any changes or concerns from the document, they replied no. Therefore, Dr. Crawford stated that intellectual property policy will be presented to the Cabinet. Dr. Crawford asked the audience to give their attention to Mr. Jonathan Eldridge, Correctional Education Department Chairperson, for his presentation on Correctional Education. Mr. Eldridge first introduced each faculty member in Correctional Education, next he told of the 115 graduates they had this year. He reported that each instructor has new laptop computers with internet asset along with new office furniture. Mr. Eldridge gave a PowerPoint presentation of the Correctional Division.

Dr. Myrtes Green gave an update on SAC Reaffirmation Project Internal Timeline. Dr. Green reviewed the QEP survey data and went over the organization and orientation of the compliance certification. Dr. Green asked the audience to take out their ink pens and pad that were in the folders. She asked the audience to click the pen and look on the side of the pen to see the Quality Enhancement Plan and the pad along with it. Dr. Green explained to the faculty and staff that the QEP is submitted to COC SACS no later than six weeks prior to the visit of the onsite committee scheduled November 17-19, 2008. Dr. Green stated that Dr. Sherri Davis and Dr. Cynthia Anthony will talk more about QEP, SPACE and CTEI when they come up next.

Lawson State Community College is committed to institutional management, planning, and student learning. These items are ongoing and interconnected. They serve as a compass for the College as it strives for continuous

improvement. The annual planning hearings are held in a team environment where ideas, strategies, accomplishments, and weaknesses are discussed. Each unit's goals and objectives along with student learning outcomes are documented in a binder and presented to a committee for review and suggestions. The hearings provide a roadmap for the next year's goals, objectives, and student learning outcomes. This year the committee video taped a number of planning hearings in order to share them with the entire College. This in-service activity was designed to show the College community the importance of the planning process and how all of the units fit together.

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Dr. Davis and Dr. Anthony gave a PowerPoint presentation on **SPACE (Student Persistence through Assistance and Collaborative Efforts)** and **CTEL (Center for Teaching and Learning)** together. They gave the breakdown of QEP, understanding the **E³** (Engage, Empower and Equip). Engage students in active learning experiences. Empower students to believe they can achieve. Equip students with the necessary skills to be successful. The focus will be centered on teaching students that learning and development are lifelong endeavors. (Attached is the PowerPoint Presentation)

Dr. Glaze, Dean of Educational Support Services, went online and did a presentation on Community College Survey of Student Engagement. *CCSSE* provides a much-needed tool for assessing quality in community college education. *CCSSE* results help colleges focus on good educational practice — defined as practice that promotes high levels of student learning and retention — and identify areas in which community colleges can improve their programs and services for students. All our work is grounded in research about what works in strengthening student learning and persistence.

Each year, *CCSSE* releases the results of its survey, which is administered directly to community college students at *CCSSE* member colleges during randomly selected classes. The survey asks questions about institutional practices and student behaviors that are highly correlated with student learning and retention. Results are public, and they are presented for the full *CCSSE* population, various subgroups within the full population, and individual colleges.* Results include

[national benchmarks](#) and [institutional benchmark scores](#) for five key areas of engagement.

CCSSE is committed to presenting data without flinching. Accurate information, whether positive or negative, can help improve educational practice and performance. We also support community college efforts to use survey data for continuous improvement, and we encourage policymakers to create conditions that support and reward institutional work to improve student learning.

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Dr. Glaze showed how students learn more when they are actively involved in the education and have opportunities to think about and apply what they are learning in different settings.

Dr. Crawford came back before the faculty and staff and asked them to turn to page 3 in their booklet and select a workshop you will attend. (See attachment). He also stated that Lunch was on your own from 12:30 – 1:30, then on page 4 you have other workshops to attend; break from 2:45 – 3:00 pm and on page 5 you have another workshop session, then we will meet back in the lobby of the ACATT for the ice cream social.

On Friday, August 15, 2008 All Administrators, faculty and staff travel to Oak Mountain State Park to do Team Building Activities.



2007 Professional Development Training Conference Minutes
Ethel Hall Building (Bessemer Campus)
Tuesday, August 14 2007
8:00 am – 4:00 pm

Day 1

Registration and Refreshment

There were several registration tables for each faculty and staff to sign-in along with refreshment in the multi-purpose room.

Morning Session

Dr. Bruce Crawford gave opening remarks to the faculty and staff, he welcomed the faculty and staff back from a short summer break.

Dr. Davis stated that it was a handout in your folders of QEP Potential Topics and asked that each faculty and staff would take time and read each topic and based on your perception of student need and importance in terms of student learning, rank each topic on a scale of 1-6 with 1 being your first choice. The topics are:

- The Freshman Year Experience
- Communicating Towards Ultimate Success
- Equipping Students with the Power to be Successful in College
- Learning and Teambuilding in a Technology Immersed Environment
- Critical Thinking Across the Curriculum
- Focusing on Math to Improve Critical Thinking and Processing Skills

Training Conference Explained

Dr. Davis explained the workshops schedule listed in the booklet. The workshops are as follows:

- Blackboard training for beginners
- Tegrity training demonstration
- Blackboard training for all levels
- Instructional Strategies that Work
- Perfecting Relationships with students, Co-workers & Administrators
- Criterion Online Writing (Evaluates Students Writing Regardless of Subject)
- iPod, Podcasting & Other Technologies
- Instructional Strategies that Work
- Perfecting Power Point & digital Camera Use
- Perfecting Lawson's Internal Systems: AS400-L-Drive, STARS, Email & Global Suite Operations
- Excel for Beginners

- Deans & Chairpersons' Meeting with Vice President

Core Competencies Alignment & Student Learning Outcomes Assessment (All Divisions)

Three Instructional Division met on student learning outcomes, they are:

- Career Technical Division – Lead by Dr. Charles Murray & Donald Sledge
- Business Technologies Division – Lead by Dr. Alice Milton & Teheitha Taylor
- College Transfer Division – Lead by Dr. Sherri Davis, Dr. Karl Pruitt, Dr. Shelia Marable and Sandra Henderson

Ice Cream Social

All the faculty and staff met down in the lobby in the Ethel Hall Auditorium and the President's Cabinet served the entire faculty and staff ice cream

The meeting was adjourned

Day 2

Department Wide Meetings

Each Department had a specific place they met to meet. In their meetings they were expected to discuss the following:

- Core Competencies
- Blackboard
- Review of Upcoming Syllabus Changes
- Unit Plan Review 2006-1007
- Date Review 2006-2007
- Unit Plan Creation 2007-2008
- Student Learning Outcomes Review 2006-2007
- Student Learning Outcomes 2008-2009

Course Blackboard Set-up Time for Faculty

All Lawson State Faculty members are expected to use Blackboard as a main support for course delivery. The following items are expected to be delivered in each Lawson State's course, regardless of the subject:

- Grade Book
- Attendance
- Syllabus
- Weekly Assignments
- Homework Notices & Announcements

New Employee orientation (Faculty & Staff)

All new faculty and staff members are required to attend this specialized training session.

The meeting was adjourned.



Spring 2009 Inservice
January 5, 2009

One College, Two Campuses, One
Team

Today's Agenda

- Opening Remarks
- President's Message
- Divisional Updates
- Training Session 1: The QEP:
- Lunch
- QEP Committees
- Training Session 2: Professional Development Workshops
- Wrap-Up and Evaluation

President's Message and Challenge

“State of the College”
Dr. Perry W. Ward

Divisional Update

Administrative and Student Services

Mrs. Sharon Crews

Dr. Cynthia Anthony

Mrs. Charlsie Cook

Divisional Update

Instructional Services and General Update

Dr. Bruce Crawford

Dr. Sherri Davis

Dr. Randy Glaze

Instructional Services Update

Dr. Sherri Davis

- Review of Evaluations (Fall Professional Training)

Instructional Services Update

- Congratulations
- Organizational Charts - Instructional Services
- Focus on Retention
- Faculty and Staff Evaluations
 - Mid-year Evaluations (January 30)
 - Instrument Changes
 - Annual Evaluation (May 1)
- Registration
 - Faculty Advisement
 - On-line Student Registration
 - Helpdesk Assistance

Instructional Services Update

- 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 VP
- Second Job Notification
 - Now
- Family Disclosure
- Committee Assignments
 - Posted on L-Drive or Received via Email

Thank You for Your Assistance

- Mrs. Kimberly McKenzie
- Mrs. Wynda Owens Coleman
- Mr. Richard Gibb
- Mr. Harold Dennard
- Ms. Deborah Harris
- Dr. Myrtes Green
- Dr. Sherri Davis

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TRAINING SESSION 1:

The QEP:

Freshman Encounter

Conducted by Dr. Myrtres Green, Dr. Sherri

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**TRAINING
SESSION 2:
Ethics Training**

Conducted by Mrs. Carolyn Champion
Human Resources

Lawson State Community College

TRAINING SESSION 2: BlackBoard 8.0

Conducted by Dr. Alice Milton, Associate
Dean

Business and Information Technologies
Division

Lawson State Community College

**TRAINING
SESSION 2:
Managing Multiple
Tasks**

Conducted by Mr. Shelly Millender,
Instructor

Lawson State Community College

**TRAINING
SESSION 2:
Stress Busters**

Conducted by Mr. Cedric Burden, Instructor
Humanities Department

Lawson State Community College



It's All Here!