

MINUTES
EDUCATIONAL SERVICES COUNCIL
February 25, 2009

CALL TO ORDER

The Educational Services Council meeting was called to order at 2:00 p.m. in room ADM 904.

Attendees:

John Bicknell
Gracie Conner
Toni Cuellar
Tom Fairlie
Kathy Fulton
Susan Guzman-Trevino
Cynthia Martinez

Kathryn Norris
Lee Ogburn-Russell
Jimmy Roberts
Carey Rose
Jan Salzman
Mark Smith
Dan Spencer
Hal Ward

I. 2009-2010 ACADEMIC CALENDAR

The preliminary 2009-2010 academic calendar “draft” was reviewed. The preferred calendar to be presented for consideration has a Monday, January 11, start date for Spring 2010. A recommendation was made that the All-College Day meeting dates of August 21, 2009 and January 8, 2010 be added to the calendar. Also, it was recommended that the faculty return dates of August 17, 2009 and January 4, 2010 be added. Mark Smith will bring forth the calendar with the recommended additions to the Executive Council on Wednesday afternoon, February 25, 2009 for confirmation. The calendar will then be ready for publication.

(Action Item)

II. STANDARDIZED TEXTBOOK ADOPTION POLICY

The council was asked to consider approving a TC Uniform Textbook Policy. A sub-committee consisting of Dr. Susan Guzman-Trevino, Tom Fairlie, and Cynthia Martinez composed the policy and has submitted it for consideration and publication. Determining factors for the need for the policy include excessive book costs, dual credit and high school student issues, course section changes after book purchases, and second semester same book usage. Textbooks to be used will be determined by full-time faculty votes. Other considerations may include how often a publisher releases a new edition, etc. It was

recommended that a statement be added that textbooks will normally be adopted for a minimum of four long semesters (2 years).

On a motion by Hal Ward, seconded by Dr. Lee Ogburn-Russell, and without negative vote the Standardized Textbook Adoption Policy was approved with the addition of the recommended changes.

III. AFTERNOON CLASSES

The Board has requested that the administration explore options for offering afternoon classes to learners. Learners are asking for afternoon classes in order to have full-day classes. More learners may be served as a result of this change. This will also allow for more efficient use of the facilities between morning and night classes. An open window of time for scheduling classes includes between the hours of 12:30 p.m. - 4:30 p.m. The directors were asked to evaluate respective class schedules for adding afternoon class opportunities.

IV. JOB DESCRIPTION CHANGES FOR DC

Discussion was held regarding the job description for Department Chairs. By developing the job description for the chairs it will allow for building in professional development/mentoring programs as a means of professional growth. It was determined that contract negotiations, tenure, and supervising and evaluating faculty statements need to be added or revised in the description. A committee consisting of Hal Ward, Susan Guzman-Trevino, and Cynthia Martinez will ask for director input regarding revisions to the job description and professional development requests and requirements. The council was asked to bring professional development needs to the March 25, 2009 ESC meeting for consideration. Craig Collins, Professional Development Coordinator, is trying to expand the offerings for professional development across the college.

V. COMPUTER COMPETENCY REQUIREMENT

Copies of a "CSP: Computer Skills Placement" test were distributed as an information item from Student and Enrollment Services for review. Practice tests are available for those wanting to evaluate the test. There are seven categories with 10 questions each and include General computer concepts; Using Windows and managing files; Word processing; Spreadsheets; Databases; Presentation software; and Internet and communication.

Also discussed was the READI assessment test used for determining learner readiness for taking online courses. Questions on the test include topics in the areas of how well a learner can use a computer; how motivated, organized, and self-directed a learner is; how a learner prefers to learn new information; and a measurement of on-screen reading speed and comprehension. When the test is complete a webpage can be viewed which shows scores in easy to interpret graphs and text. The READI Assessment may be accessed at <http://templejc.readi.info>. The READI assessment may be taken more than once. To log on use the following:

Username: temple

Password: student

A component of the ACCUPLACER for computer competency assessment will also be researched. Information will be shared as soon as information on this component is available.

Ms. Martinez will take the Computer Competency Requirements topic forward to the Faculty Council for faculty input. Faculty will be given the opportunity to decide on appropriate competency elements that will be necessary for proper assessment.

VI. 10 MONTH CONTRACTS FOR DEPARTMENT CHAIRS

Mark Smith will forward the names of department chairs wanting to be offered 10 month contracts as well as those wanting to be grandfathered under the current contract terms to the Executive Council for consideration. When those being grandfathered leave the college, those respective positions will then become 10 month contracts. The terms for the 10 month contract will include the dates of August 1 through May 31. It was noted that ways of reducing FTE loads for chairs of larger programs is also under evaluation.

VII. FACULTY COUNCIL RECOMMENDATION FOR GRIEVANCE AND DISCIPLINARY PROCEDURES

Ms. Martinez reported that the report is not complete and will be submitted at the March 25, 2009 ESC meeting.

VIII. 5-YEAR REVIEW OF EVALUATION PROCESS (PERSONNEL HANDBOOK SECTION XI, PGS 7 & 8)

Two members who were assigned to serve on the 5-Year review of the evaluation process as written in the Personnel Handbook are Gracie Conner and Colin Mason. The division directors were asked to secure other volunteers to assist with the process.

IX. MISCELLANEOUS

In keeping with the Campus Safety and Security measures, it was suggested that a reminder be sent out that traders or other salespeople must go to Human Resources to request permission to be on campus. There were book traders on campus recently who were not authorized to be in the buildings.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:45 p.m.

NEXT MEETING:

March 25, 2009, 2:00 p.m., ADM 904

MINUTES
EDUCATIONAL SERVICES COUNCIL
January 14, 2009

CALL TO ORDER

The Educational Services Council meeting was called to order at 2:00 p.m. in room ADM 904.

Attendees:

Toni Cuellar
Tom Fairlie
Paul Foutz
Kathy Fulton
Susan Guzman-Trevino
Cynthia Martinez

Jimmy Roberts
Carey Rose
Lee Ogburn-Russell
Cheryl Robinson for Jan Salzman
Mark Smith
Dan Spencer
Hal Ward

IV. 2009-2010 ACADEMIC CALENDAR

Issues with the preliminary 2009-2010 academic calendars are still under review. A finalized draft will be presented at the February 25, 2009 meeting for consideration. Mark Smith will present the recommended calendar to the Executive Council for further action.

II. STIPEND POLICY

Further discussion was held regarding the proposed addendums to the Stipend Policy. Past dialogue included adding another layer to change from 12.6+ and five class releases to 12.6 to 14.5 and five class releases and then 14.6 + and six class releases. Another thought included basing the releases on contact hours not based on class. Members of the Executive Council had expressed concerns about the amount of full time faculty equivalent that department chairs have to fill. No recommended changes will be made to the Employee Handbook pending further division input.

It was determined that duties and responsibilities for Department Chairs have changed. A suggestion was made to review the Department Chair job description and revise it where necessary. Copies will be distributed to chairs and each will have input into individual responsibilities to be considered in making description revisions. This will be discussed at the next ESC meeting in February.

III. FACULTY COUNCIL AD HOC COMMITTEE RESULTS and

IV. GRIEVANCE AND DISCIPLINARY PROCEDURES

There were no reports.

VIII. STANDARDIZED TEXTBOOKS

Temple College does not have a standardized textbook policy. High costs of books, new technology, curriculum alignment, and large number of sections of the same course are a few of the factors for needing to create a policy. A committee consisting of Dr. Susan Guzman-Trevino, Cynthia Martinez, and Tom Fairlie will bring forward a proposed Standardized Textbook policy for consideration of adoption at the February 25, 2009 ESC meeting.

IX. MISCELLANEOUS

Carey Rose stressed the importance of instructors submitting Grade Books to A & R. Electronically submitted grades should also be copied to division chairs. A & R will send out notices when Grade Books are due.

Spring 2009 enrollment as of this date is 5,328 as compared to Spring 2008 at 4,948. A warm thank you was extended to everyone for all the hard work.

Division Directors are asked to remind respective employees that All College Day is not optional. The meeting is mandatory and the workshops are planned as informational sessions.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:30 p.m.

NEXT MEETING:

February 25, 2009, 2:00 p.m., ADM 904