

Arts and Humanities Division Meeting
9:00 a.m., 1C3 AH, Wednesday,
January 17, 2007

Randy Anderson
Doug Blake
Michael Boyle
Patricia Brooks
Dianne Broyles
Rachel Butler
David Charlson
Ruth Charnay
Julie Corff
Mindie Dieu
Gwin Faulconer-Lippert
Abbie Figueroa
Michael Franco
Carlotta Hill (on leave)
Sue Hinton (sick)
Jon Inglett
Kim Jameson (sick)
Marybeth McCauley
Greg Mellott
Mary Ann Moore (sick)

Stephen Morrow
Warren Neal (sick)
Brent Noel
Mary Punches
Michael Punches
Clay Randolph
Linda Robinett
Dr. Ginnett Rollins
Richard Rouillard
Mark Schneberger
Nina Smith
Dr. Cheryl Stanford
Ron Staton
Pamela Stout
Mary Turner
Chris Verschage
Bertha Wise

Cc: Dr. Brenda Harrison

Refreshments will be provided. Please bring your own drinks.

1. Celebrating the New Year
2. Announcements/Information –

- a. Dr. Aquino spoke to faculty and introduced himself. Faculty asked questions.
- b. Susan announced to faculty that the college will be re-instituting Learning Communities in the Fall of 2007. They will start out with 2 sets of 3 as pilots.
- c. New Advisor Division Liaisons: Craig Carter and Elizabeth Pressler

New Director of Curriculum and Assessment: Catherine Kinyon
Assessment Statement and Assessment Week (April 2-6, 2007)

Outside Employment Forms – Susan asked faculty to fill-out the Outside Employment form and get it to her sometime this week if applicable.
Syllabi, Office Hours, and Contact Information due to Sheri by the end of the week

Budget Requests – Susan discussed with faculty the handout, **FY 2008 Institution Plan Strategic Initiatives in Priority Order (attached)**. Faculty discussed and asked questions.

New Voice Mail System This Spring-Same extension numbers for faculty and staff (Adjuncts will be later.)

3. **Committee/Task Force Reports** – Faculty who last met reported. Others who have not met will report next Division Meeting. Faculty asked questions.
4. **Performance Appraisals Procedure**
Packets were delivered to you in September.
The conference sign-up sheets will be in the Department Chairs office; they will probably be available the first week of the semester. Conferences will begin on Feb. 1.
Remember to hand in your self appraisal forms with supporting materials and the request for merit consideration to your department chair two business days before your conference.
5. **Health and Safety Training:** Susan went over the handout, “Fitting Fitness into a Busy Day.” Faculty read the handout, discussed and asked questions.

Tracking Will Be Instituted Again – We will do Health and Safety training in the division meetings in August and January; you will do them in department meetings in November and March. If you miss a training, you must make it up. We are tracking this again and you must attend or complete a training quarterly.

Academic Integrity: Susan discussed with faculty plagiarism has either increased or faculty are getting better at catching it. She emphasized that faculty need to report incidents of plagiarism to their Department Chair. It doesn't affect the student's record or follow them. However, if there is a second incidence, it is on the record.

6. **Sexual Harassment-Safe Environment Training**
If you did not do an in-class session in the fall, you must attend one this spring. Faculty and staff must do the in-class sessions.
Friday, Jan. 19, 3:30-5:00, CU2
Wednesday, Jan. 24, 3:30-5:00, CU1
Friday, Mar. 9, 1:00-2:30, CU1
Tuesday, Mar. 13, 9:30-11:00, CU1
Wednesday, April 4, 3:00-4:30, CU1
Friday, April 20, 9:30-11:00, 401 LB
Wednesday, May 16, 3:00-4:30, 401 LB

Division Meeting adjourned at 10:30 am.

