

Arts and Humanities Division Meeting
9:00 A.M., August 16, 2006, 1C3 AH

The following faculty were present:

Susan VanSchuyver	
Randy Anderson	
Ronna Austin	Greg Mellot
Doug Blake	Stephen Morrow
Michael Boyle	Rochelle Mosby (covering office)
Cole Bridges	Warren Neal
Dianne Broyles	Brent Noel
Patricia Brooks	Michael Punches
Rachel Butler	Mary Punches
David Charlson	Clay Randolph
Ruth Charnay	Linda Robinett
Julie Corff	Dr. Ginnett Rollins
Mindie Dieu	Richard Rouillard
Michael Franco	Mark Schneberger
Abbie Figueroa	Nina Smith
Gwin Faulconer-Lippert	Dr. Cheryl Stanford
Carlotta Hill	Ron Staton
Sue Hinton	Pamela Stout
Sheri Hobbs	Mary Turner (not present)
Kim Jameson	Chris Verschage
Jon Inglett	Bertha Wise
Mary Ann Moore	
Mary Beth McCauley	Cc: Dr. Brenda Harris

1. Summer Stories – Faculty shared summer stories.

Introductions - Susan introduced the new faculty and staff, Cole Bridges, Randy Anderson, Michael Boyle, Julie Corff, Greg Mellott, Ginnett Rollins, Brent Noel and Cheryl Stanford.

Summer News – Susan handed out a sheet listing summer changes.

2. Assessment Reports –
Gwin Faulconer-Lippert handed out the data analysis of both oral and non-verbal communications skills.
Jon Inglett – gave an oral presentation on the results of the Writing competency skills of Comp I, Comp II, and General Ed students.

3. Reminders/Notices – Susan reminded faculty to fill out the Outside Employment form if they work another job in addition to one here at the college. They are located online.

Opening Day is August 19, 1:00 to 4:00 pm. – Susan encouraged faculty to volunteer.

Organizational Charts – Susan handed out organizational charts to faculty outlining what departments the new Chairs will cover.

Syllabus check – Susan reminded faculty to turn in two copies of their syllabus this year as the departments will do a syllabus check.

Office Hours – Susan reminded faculty to put “by Appointment” on Friday if they don’t have scheduled office hours on that day.

Sexual Harassment Training – Susan discussed with faculty that--

Everyone on campus must complete the training. This includes work study students.

There is a presentation Friday, August 18, 2006 at 8:30 A.M.

If you cannot get to this presentation, there will be multiple presentations through the WOW series through the fall.

Faculty (adjunct and full-time) are considered supervisors and must complete this training once a year.

There are no exceptions. Everyone must attend.

When you attend, send an email to your Department Chair.

4. Library Updates – Rachel Butler talked to faculty and reminded them that the Library would like to work with you on specific areas where you need student support. She encouraged faculty to contact her at Ext. 7643.
5. Travel Requests are due to Susan by September 22, 2006.
Global Education Consortium Conference – October 5 & 6, Embassy Suites, Oklahoma City, OK – Let Susan know if you want to attend. She needs to know by September 8th.
6. Health and Safety Training – Susan handed out a flyer “You Can Do Something about Eyestrain” and asked faculty and staff to read. Faculty and staff agreed to read and signed the paper.
7. Development Plans – Please sign up. A draft is due to your Department Chair with a copy for the dean 48 hours before the conference. Please report on the achievement of your goals in FY06 and your proposed goals and activities for FY07.
8. Division meeting adjourned at 10:30 am.

Deadlines/Events

September – Development Plans and Conferences

September 1 – Outside Work Forms due to Susan

September 19 – Syllabi Checks in Department Meetings

August/Early September – Program faculty will meet with department chairs on outcomes assessment.

September 15 – Rough Drafts of FY06 Assessment Reports due to Dept. Chairs

September 22 – Professional Development/Travel Requests to Susan

September 27 – Final FY06 Assessment Reports due to Department Chairs

September 29 – FY06 Assessment Reports due to Susan

September 28 – Curriculum Proposals due to Susan

October 14 – Rough Drafts of Five Year Assessment Plans (2006-2011) due to Department Chairs

October 26 – Final Five Year Assessment Plans due to Susan

And the semester continues!!!