

**INFORMATION TECHNOLOGY DIVISION MEETING**  
**May 5th, 2009**  
**Room 401**  
**Meeting Minutes**

Those in attendance:

Tom Ashby	TC Coleman	Kathy Cupp	Gary Dominguez
Heather Erwin	Doug Gregory	Al Heitkamper	John Helton
Haifeng Ji	Sara Mathew	George Maxwell	Anita Philipp
Akram Taghavi-Burris		Mary Williams	

Those not in attendance:

Tim Green  
MaryGrace Berkowitz

Dean Ashby started off the meeting by informing everyone that the update from Angel version 7.2 to version 7.4, which was previously expected to be done before summer, would not be done until the end of summer. The URL to Angel 7.4 for student access will not be switched over until the Friday before the Fall semester begins. The August Intersession will continue to use 7.2. Faculty will be able to access the 7.4 courses approximately 45 days before the Fall semester begins in order to prepare their materials.

Professor Philipp explained that if you still use quizzes with the red checkmark icon, you'll have to migrate those into assessments because 7.4 will not recognize quizzes.

Mr. Reeves asked if there would be Support available for Angel issues outside of regular 8-5 hours, to help with the large number of questions they receive after hours. Professor Philipp replied that the Online Task Force had made a recommendation for this, as well. Dean Ashby responded that this was an ongoing issue for which no solution had yet been decided upon.

Dean Ashby mentioned that the Achieve the Dream task force had recommended they have an advisor in each division. He said this was rejected and the alternative proposal, which was handed out with the agenda, was to have faculty members spend some time in the advising area in a special office in order to better advise students in CS and CAT. He explained that all the information he had on the pilot proposal was included on the handout.

Professor Cupp pointed out that sending one faculty member to represent all of Information Technology would not work that well because each faculty member advises in a specialized field. This means they wouldn't be able to answer questions for anything outside their own expertise any better than the Advising Office would. Professor Helton added that during the summer session there may not be much traffic and if you are in the advising office waiting for students, you're less likely to have time to finish the work you have back in your own office.

Mr. Maxwell said that the idea was to have scheduled appointments set up during the time spent in this advising office so it might help reduce the amount of idle time. He said they may be able to develop a

way to schedule only students who want to discuss CAT or only CS and set this up during specific blocks of time so the division could better decide who to send to the advising office during this time. Professor Gregory asked if it was going to be on an appointment basis, why couldn't faculty simply hold the meetings in their regular office as they normally would.

Professor Gregory went on to point out that another flaw with the advising model overall was that it seemed to be geared towards four year universities regardless of whether or not the student would be continuing on to a four year. He stated that students getting technical degrees or certificates should be advised to start their core major classes, rather than be started on nothing but general ed. when they really didn't need as much of it.

Professor Philipp added that if the students get their general ed. out of the way right at the start, they later end up with, for example, two or three programming courses in one semester which can be fairly difficult to manage. If they hadn't already completed all their general ed. they could use those courses to break up several difficult programming courses.

It was agreed that there were still too many flaws with the proposal to fully accept it.

Dean Ashby announced that catalog proofing was underway and each faculty member was given their programs to review. He asked that if there are any changes that need to be made, make a note and bring it to the Division Office and it will be updated.

Dean Ashby also informed everyone that he had tuition fee waivers in his office so if anyone wanted to review them, they could come do so. He said they were mostly for students who had received awards from the division.

### **Committee Meeting Reports:**

Dean Ashby reported that the Information Technology Academic Advisory Committee met and talked about the Angel issues discussed earlier. Their monthly maintenance time has moved forward so you should be receiving an email or some other form of notification with more information about when they'll be shutting down the system. There is also an issue regarding student email boxes becoming corrupt. The problem is that when students send an email it looks like it has sent but it doesn't. If you aren't receiving student emails, you need to contact Amanda Little so the issue can be resolved.

Professor Ji announced that he will become the Chair for the Faculty Development Committee, so he urged everyone to discuss their suggestions and concerns with him. He also said that Professor Williams had asked last time what the criteria was in selecting professors for the Gateway Task Force. He said Steve Short told him that those who had the highest rate of students with a C or above would be selected. In each Gateway Course, five faculty members would be selected.

Dean Ashby reported that he attended the Outcomes Assessment meeting and said they talked about the program review process. He said they did their review but no one came into handle these reviews. Instead, faculty from the Outcomes Assessment Committee was handling each other's reviews. He said that with Greg Gardner's view on Program Review, the process has turned into a five year culmination of Outcomes Assessments.

Professor Mathew reported that the Instructional Administrative Procedures Committee began looking at the procedures for different workloads. They have not done anything major to the Adjunct workloads but they have made some terminology changes. She said they wanted to get feedback regarding online workloads for full-time faculty. There seems to be concern across some division that too many full-time faculty members are ending up with only online classes, which is taking good faculty away from on-campus classes and removing them from the students. There also seemed to be an issue regarding how faculty teaching online courses were compensated compared to on-campus faculty but the IAPC agreed that was more of an issue for the Online Task Force to handle.

The faculty discussed the differences between the levels of instruction in on-campus classes and online classes. They discussed the way office hours were also handled, regarding the amount of time a faculty member spent on campus available for students.

The meeting was then adjourned.