Voice

Faculty Association Meeting Agenda
August 26, 2013
12:30pm-1:20pm
AGENDA

12:30-12:45 pm	1. Welcome
	2. Approval of Minutes of April 24, 2013 meeting
	3. Accept Treasurer's Report -- Lisa Mason-Adkins
	4. Chair's Report -- Rachel Butler
	5. Faculty Light Bulb

12:45-1:00 pm   6. Health insurance for 2013-14 -- Rhonda Simpson
Bring your questions on the Results Oriented Wellness Plan premium waiver criteria

1:00-1:15 pm   7. New Ideas for Community Service Projects – Erin Logan

8. Old Business
Arts Festival Coke Wagon – Nate Vanden Brook
Advising recommendations – Gwin Faulconer-Lippert
9. New Business
10. Adjourn!

Executive Committee members:
Brent Noel, Arts; Jenean Jones, Business; Fabiola Janiak-Spens, Chemistry and Biological Sciences; Pam Stout, English and Humanities; Reeca Young, Health Professions; Al Heitkamper, Information Technology; Dana Tuley-Williams, Library; Tad Thurston, Mathematics, Engineering, and Physical Sciences; Cecilia Pittman, Social Sciences; Rachel Butler, Chair; Nate Vanden Brook, Chair-Elect; Jon Inglett, Secretary; Lisa Mason-Adkins, Treasurer; Jay Malmstrom, Parliamentarian; Julie Corff, Past-Chair

Treasurer's Report to be provided at the meeting.

                                                                        --Lisa Mason-Adkins, Treasurer

Faculty Association Meeting Minutes
April 23, 2013

The meeting began at 12:35 pm.

The Treasurer report was presented. $8, 017.11 exists in the General fund and $2, 602.29 in the Scholarship fund. The additional money, an increase of $856.16, has yet to be balanced for the Scholarship fund. A motion and second were made to approve the Treasurer report. The Treasurer report was approved.

A motion was made to accept the minutes from March 2013 meeting. A second was made. The minutes were accepted.

The chair presented information on In-House Communications between people at our institution. Dr. Sechrist reported to the chair that our computers may be used more effectively to communicate information. An information scroll across our computers may report OCCC news to the people at our college. The future chair will follow up on this idea and provide a report during our next semester.

Next, the chair presented information related to the Online Scholarship System and its issues raised by the Faculty Association. Jennifer Hardt, Director of Development, answered the issues in great detail. See below.

The Jack Cain Scholarship committee would like to see changes made for next year in regards to faculty recommendations. We believe that faculty recommendations are a vital part of the scholarship application. This year we did not receive recommendations for students from some faculty who in the past have always strongly supported their students. We would like to make the following recommendations for changes.

1. The general application for the students should contain a statement that if recommendations are required, the application is not complete until the recommendations are received. Students assume that if they have completed their portion of the application by the appointed deadline their application is complete.

Thank you for this suggestion. I have talked with AcademicWorks and we can make this change for next year's scholarship cycle.

2. The biggest issue is with the emails sent out to the instructors. The emails do not specify what scholarship the student is applying for. I know for myself when I write a recommendation I want that recommendation to address the requirements of the scholarship and not be so general as to be meaningless.

We currently ask that students request a reference for their general scholarship application form, which is similar to the paper process we had prior to implementing AcademicWorks. The general reference can be reviewed by committee for any scholarship for which the student is minimally qualified. AcademicWorks also supports

the ability to require a more specific reference for any individual scholarship opportunity within the system and we are happy to consider adding an individual reference request for select funds based on your feedback.

We want to make sure that the references we are requesting add value to the process without significantly increasing the burden of our community of reference providers. If we were to add specific reference requests on all of our 70 funds we could see a 10-20x increase in the number of reference requests, that will continue to grow as the number of funds and applicants continues to increase.

3. The second issue with emails sent to faculty is that there are no deadlines listed. Several instructors received emails right before spring break and assumed that they could upload their recommendations when they returned to campus after spring break on Monday March 25th. only to find that this was not the case. This is a real problem as it hurts the very students we are trying to help. Is it possible to include a closing date in the email. Or is it possible for instructors to upload recommendations after the closing date for the students (such as one week).

AcademicWorks will allow reference letters to be submitted after the application closing date. We can also add instructions to the reference providers of when the recommendations are due. AcademicWorks also suggested having a 1-2 week period between the closing date for the opportunity and when the initial reviews are conducted so that recommendation providers have adequate time to submit recommendations before the committee review process is initiated.

4. I was also informed that some instructors had issues trying to upload their recommendations.

Please ask everyone to contact me if you have an issue. I had a minimal number of issues reported to me directly and most related to users forgetting their password. I want to make sure I am doing everything possible to ensure the instructors have a great experience with the system and that every recommendation gets into the system.

5. Also, it was discussed at our Faculty Association Meeting in April that the online Scholarship application process is confusing for students. Faculty are concerned that students could be giving up on the scholarship application because it was too difficult to process. Another concern are only portions of the application being filled out and, therefore, considered an incomplete application? And finally, are scholarship deadlines being provided to student emails at the wrong time, such as during Spring Break?

Could you give me a statistic of how the on-line application has improved the number of applicants vs. the old written kind?

I was very excited in the response we received from students regarding the online scholarship application. This year we had nearly 500 students complete the online application, which represents over a 200% increase over what we received via paper

(typically 150-160 applications). Out of the applications received I had fewer than a dozen calls/emails from students most of which related to their login credentials.

AcademicWorks allows the campus to designate what fields are required on the general application in order for it to be considered complete. Students do receive an on-screen notification if they attempt to exit the application without completing the required fields. Students also receive an onscreen and email confirmation once the application has been submitted. I would be happy to work to improve the instructions to students but have not personally had any cases of student confusion in the completion of the application form, outside of remembering their password, which is common with all online systems.

I would be happy to modify the scholarship deadline for next year to move it up several weeks before Spring Break. This would also have the added benefit of providing us ample time for recommendation providers to submit their recommendations prior to the review period.

I sincerely appreciate your suggestions, as we continue to improve the scholarship application process for the OCCC Students and Community!

Please also share, we can tailor any scholarship with specific needs when requested. The OCCC Foundation will for the spring 2014 scholarship cycle put the deadline two weeks before spring break which will allow those faculty/staff who are asked to serve as a reference plenty of time to send in their recommendation. It will also have a deadline date for all reference/recommendation letters.

Please let me know if there are other questions, comments, or concerns. Lealon Taylor, Executive Director, and/or I are happy to speak to the Faculty Association or individuals with specific questions/concerns.

Next, Professor Michael Franco and Dr. Janet Perry presented information related to SII concerns from the Faculty Association. SIIs will be submitted during the 14th-15th week of the 16-Week Semester and the 6th-7th week of the 8-Week Semester.

For new business, elections were held for the forthcoming Faculty Association Executive Committee. The following people were voted and approved for the respective position.

Chair: Rachel Butler (already approved from last year's vote)
Chair-Elect: Nate VandenBrook
Secretary: Lisa Mason-Adkins
Secretary: Jon Inglett
Parliamentarian: Jay Malmstrom

At the end of the meeting, Chair Julie Corff was presented with a beautiful gift. The Chair also thanked all for a wonderful job.

The meeting concluded at 1:16 pm after a motion, a second, and a vote.

Respectfully,
Jon Inglett