

Madisonville Community College – Humanities Division

MINUTES

AUGUST 8, 2005

10:00 AM

ROOM 303, JHG BUILDING

MEETING CALLED BY	Beth West, Division Chair
TYPE OF MEETING	Regular Division Meeting
FACILITATOR	N/A
NOTE TAKER	Andrea Deal
TIMEKEEPER	N/A
ATTENDEES	Christy Adkins, Cherry Berges, Marcella Davis, Andrea Deal, Mike Dean, Patricia Frazer, Joe Gooch, Greg Hagan, Greg Jewell, Barb McCoy, Sarah Oglesby, Jude Roy, Scott Vander Ploeg, Mary Werner, Beth West, Tim Williams, and Bill Winstead

Agenda topics

- A. Welcome New Division Members
Andrea Deal, Reading Coordinator and Tim Williams, English – Muhlenberg Campus
- B. Suite Renovation
Christy is now located in the new office that was added to the humanities suite. Andrea is located in LRC 117, office extension 8655.
- C. Part-time Division Members
Many adjunct faculty will be teaching fewer or no classes with us this fall, including Patricia Sweatt, Phillip Brown, Stephanie Holt, Karen McArthur, etc. If anyone has suggestions for instructors in reading, English, or art, please contact Beth West.
- D. Registration Feedback
Faculty seemed to prefer the registration process used this fall over past registration procedures. Specifically, faculty liked seeing fewer students, having more time to work with students, and being able to work on other projects between students. The summer Master Advising program contributed to fewer students being seen during the first week of August and allowed for more one-on-one time with students. Also, the general education list in the catalog has some errors and will be updated.
- E. Planning Documents/Forms
Planning documents will be returned to you by August 12th if Beth sees any concerns or problems. Travel forms have changed. Please use ONLY the new forms, and complete ALL forms in blue ink. The policy on purchasing food items for special events has changed. Please see Barb before ordering/purchasing any type of refreshments for meetings, get-togethers, etc.
- F. Spring Schedule Production
Online registration requires that schedules be available to students and advisors earlier in the semester. Consequently, the spring schedule will be on the web by September 26. Input begins on August 29. As a result, all spring schedules need to be turned in to Barb by August 19th.
- G. Office Etiquette
In consideration of co-workers and visitors, please remove trash and clean up after spills in the suite areas. Other requests by faculty included more frequent vacuuming of offices, a water cooler in the suite areas, and a tall cabinet with doors to allow for neater storage of office items.
- H. SACS/QEP & Compliance Certification
The Quality Enhancement Plan (QEP) committee has the goal of developing a project that will improve student learning outcomes. The committee is considering addressing a topic that deals with the newly revised Gen Ed competencies. The onsite visit to evaluate the QEP is one year from this October. The project will follow a five-year assessment plan. The Compliance Committee has divided up all areas for compliance into more manageable portions. The most difficult job will fall to those working on Faculty Credentialing, who will begin their task tomorrow.

I. Important Dates

Make/Break – August 10th

Barb's deadline for Spring Schedules – August 19th

Syllabus Deadline – August 19th (E-copy to Joyce Riggs; hard copy plus checklist to Barb)

All Employee Meeting – August 26th, GMCA

Book Discussion Group, Organizational Meeting – September 2nd, 8:30 – 10:00 AM

Constitution Day Celebration – September ?? (If you have suggestions, see Cherry)

Fall Course Evaluations – September 26th – October 07th

Poetry Readings in Loman C. Trover Library – September 15th, October 20th, November 3rd, 6:30 PM

Pop Culture of the South, Jacksonville FL – October (See Scott Vander Ploeg)

Silas House at MCC's Loman C. Trover Library Reading Series – November 10th, 7 PM

KY Philological Association, Bowling Green, KY – March 2006 (See Scott Vander Ploeg)

J. Other

Cherry encouraged all humanities members to submit requests for any desired library materials that will support classroom instruction. Also, Yubao will be doing a series of 20-30 minute instructional modules in the library. All faculty and students are welcome to attend. Contact Cherry or Yubao for more information.

Scott Vander Ploeg announced a new leadership program for students beginning this fall. There will be two classes on the fall schedule for the program. Contact Scott for more information.

Marcella encouraged everyone to check their students' placement scores, as online registration may allow some students to "slip through the cracks."

K. Adjournment

The meeting was adjourned at 11:00 AM