

Meeting Notes – HCC Ybor Campus Courageous Conversations #4

March 19, 2010

Note: All proposals mentioned during the Courageous Conversations represent brainstorming ideas and works-in-progress. No final decisions have been made regarding these ideas; input and participation is welcomed from all interested parties connected to the HCC Ybor City campus.

Campus Planning Council

Present:

- Chuck Holmes, Math Lab Supervisor
- Chuck Bowen, Audio- visual technician
- Dr. Linda Herlocker, Dean of Student Services
- Dr. Carol Zavarella, Program Manager, Mathematics
- David Liller, Academic Assistant to the Campus President

A draft of the by-laws of the Campus Planning Council (CPC) was provided by Chuck Holmes. The CPC reviewed the draft, made changes, and a finalized draft will be provided to the members via e-mail.

Copies of the Campus Advisory Council By-Laws which are being used as the template for the Campus Planning Council By-Laws were given to our new members, Dr. Carol Zavarella and Dr. Linda Herlocker. Copies of the Unit Plans which were given out that the last meeting were also distributed to the new members.

After deliberation among the members present, it was decided that Membership of the CPC will have a minimum of 10 members. The number of members was changed to 10 from 11 due to an issue with how the number for quorum was interpreted. The members are as follows:

3 Administrators

- Dr. Emery Alford, Dean of Academic Affairs, has indicated via e-mail that he would co-chair
- Mr. David Liller, Academic Assistant to the Campus President will co-chair
- Dr. Linda Herlocker, Dean of Student Services, has agreed to be a CPC member.

2 Classified Staff

- Loretta Ramsay, Open Lab Supervisor
- Chuck Bowen, Audio Visual Technician

1 Professional Staff

- Chuck Holmes, Math Lab Supervisor

4 Full Time Faculty

- Christina Acosta, Dance Instructor
- Suzanne Crosby, Program Manager, Art
- Ms. Melynda (Mindy) Neal, Criminal Justice Instructor has agreed via e-mail to be a member
- Dr. Carol Zavarella, Program Manager and Instructor, Mathematics

1 Facilities member

We've been informed via e-mail that Richard Still will be a member of the CPC

The Council will meet on the third Friday of the month from 10:30 A.M. until 11:30 A.M. unless otherwise agreed upon

Following the decisions related to the structure of the council and the by-laws:

*It was noted that we have deadlines approaching on submission of Capital Outlay items.

* The move to the Student Services building is scheduled for May 1- 14th and Dr. Herlocker is planning the move in stages. Note that we have a new vendor for CPT software. The current computers in the Testing Center may not have sufficient processing power to run the new CPT software. Dr. Herlocker is discussing with Chad Hyatt. Dr. Herlocker will continue to use Accuplacer as a backup until the issue is resolved.

The meeting adjourned at approximately 3:35

Campus Learning Council

Members present:

- Sherrie Burke
- Susan Miletta
- Don Modesto
- Linda Prescott
- Leslie Eckstein
- Luz Lono
- Mike Rabaut
- Yaritza Quinones
- James Harrod
- John Miller
- Jody Weaver
- David Liller

President Shawn Robinson gave the Council the task of getting right down to business.

Therefore:

- 1) Linda Prescott recommended that a survey using “Survey Monkey” be created to assess the level of interest that faculty members have with regards to becoming a faculty mentor. To begin with, we just want to see who may be interested. Issues of the time commitment necessary, remuneration, etc. will be discussed after we assess the level of faculty interest.
- 2) Mike Rabaut raised the issue of evaluating a student prior to the start of a course. He made the point that the teaching approach could be altered to better serve students based on the academic achievement level of the students in a particular class (“A” students, “B” students, etc.). A recommendation was made to hand out a brief questionnaire at the start of every course. It was noted that many instructors already do this. A second recommendation was made to make a student’s GPA part of the official roster.
- 3) The Council unanimously rejected the idea of penalizing a faculty member whose passing rate is below 50%. This practice was deemed as unfair because instructors have no control over a student’s preparation prior to the start of a course. It’s the luck of the draw as to whether an instructor receives an eager, well-prepared class or an under-prepared class. Rather than penalize instructors, these other suggestions were made:
 - Give the students the opportunity to retest.
 - Make an effort to contact students with difficulties.
 - Insist that students with difficulties attend office hours.
- 4) James Harrod, the new Coordinator of the Tutorial Center, stated the Tutorial Center’s willingness to assist the Learning Council in any way possible. The funding for the Tutorial Center was briefly addressed. It was noted that the funds come from Student Services and SGA. He also announced the availability of workshops which prepare students to take the CPT.
- 5) Luz Lono raised the issue that many students do not receive their financial aid in time to buy books for a course. It was suggested that more funds become available to place four or five copies of each course textbook on reserve in the library. The book fund scholarship also needs to increase.
- 6) Mike Rabaut raised the question of whether we are going to treat our students like responsible college students and stated that a line needs to be drawn between

instructor vs. student responsibility. How much assistance are we to give a student? Will such assistance detract from teaching a student to be independent and responsible?

At the end of the meeting, the following members agreed to these tasks:

- Linda Prescott will e-mail a schedule of tentative meeting times to see which is best for all members of the council. Luz Lono suggested the 2nd or 4th Friday of the month so as to not conflict with the Campus Planning Council (which meets on the 3rd Friday of the month).
- Linda Prescott and Jody Weaver will begin to prepare the survey to assess the faculty's interest in mentoring.
- Susan Miletta will prepare an outline of points for tutor training.
- Any comments and ideas should be sent to the appropriate member.

At 3:30 PM, the meeting was adjourned.