

Health and Natural Sciences Division Meeting

Agenda

Date & Time: Tues., March 1, 2016, 4:00 p.m.	Location: HSC Auditorium (136)
Meeting Facilitator: Caroline Hammond	Invitees: All of HNS Faculty and Staff

I. Open meeting; Sign-in sheet

a) Attendees:

Julie Boykin	Leslie Gray	Dr. Susan Wache
Jeanette Brown	Mandi Haynes	Genevieve White
Peg Cole	Tonya Kendrix	Nancy Whitmore
Keitha Davidson	Britt Lowe	Kellye Young
Sarah Dilmore	Cindy Meyer	
Keith Everett	Blake Nolan	

II. Approval of minutes from last meeting – Blake Nolan approved, Keith Everett seconded.

III. Old Business

a) Remember that ALL courses must have, at a minimum, the course syllabus and be using the gradebook in Blackboard.

i) If you are not using Blackboard for more than that, set up a time with Dr. Robledo or Benjamin Cagle to show you what you can do with it.

b) Classroom Observations – Many have still not scheduled this with Britt. **Deadline for submitting date/time options will be Friday, March 11th.**

i) Genevieve White: The ‘naming protocol’ for both master and course syllabi

◆ Master – Course Number_Course Name_Master

Example: SURG 1202.01 Surgical Procedures I Master

◆ Course – Semester Code_Course Number_Course Name_Instructor Last Name

Example: 153s SURG 1202.01 Surgical Procedures I Young

ii) Weave (Performance Cloud) – Assessment Data entry for fall. If you haven’t completed it, be working on it. If you teach the course in the fall and spring it is not reported till the spring, but still be working on it so you don’t have to do it all at one time. Mrs. White is the division’s Assessment Coach, so please contact her if you need any assistance.

iii) Make sure the appropriate credentials are in Performance Cloud. If they are not, check with Human Resources to make sure they have them on file.

IV. New business

a) Summer & Fall Course Schedules – Zero-based scheduling in process but is unfinished at this time.

i) Decisions are based upon student need, data/statistics, enrollment numbers, etc...

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- ii) Course offerings may be different than in the past. Courses that have consistently had low numbers/been canceled have already been taken off of the schedule. If we've always had multiples of a course but they haven't all been filled, we may start with only one of that course and will only add another if necessary.
 - iii) NEW: Labs will not be listed or registered for separately. When a student registers for a course, they will automatically be registered for the corresponding lab.
 - b) Catalog changes: Dr. Best has revised how we do this. Deans & Directors will be in charge of applicable sections of the catalog and will send these to the applicable program directors & faculty members. They will review & revise and will send their completed portions back to Dean Hammond. Dr. Best has provided a timeline (see Attachment A). All catalog changes have to be submitted to Dr. Best by April 1st. They will send the catalog back out to make sure all changes are made.
 - c) Stericycle is picking up tomorrow. Take your items to Linda Bates' lab (far right corner) or gather by 5:15 today or tell Ms. Lowe where it is and she'll pick it up with a cart and deliver it.
 - d) Keitha Davidson – AOSS Medical Supply, Inc. out of Monroe, LA – saving the nursing department about \$25 on their kits.
- V. Current & Upcoming Events
- a) Phlebotomy is working on self-study.
 - b) EMT self-study will be in the fall.
- VI. Other?
- a) Cindy Meyer asked about the changes that were talked about to the current budget. Dean Hammond said that they decided to not take the money out until they have a better idea of what we will need to pay instructors for the summer.
 - b) There was a lengthy discussion about the time sheets that are sent out each month to confirm time. Nancy Whitmore asked how she would get confirmation of changes. Dean Hammond said that when she gets time sheets, she sends them to Brandy Cotterman. Dean Hammond said that she would find out more about it.
- VII. Adjournment

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ATTACHMENT A:

2016-2017 Catalog - Revision Timeline

Deadline Date	Action
February 25	Sections sent out to departments by Dr. Best
April 1	All edited sections sent to Marguerite
April 15	All sections sent back to departments for revision and final editing
April 29	Full document resubmitted to Marguerite for compiling
May 13	Formatting/editing finalized
May 16	Available to Executive Cabinet for proofing
June 1	Resubmitted to Marguerite for final edits
June 10	Send to Heath for artwork/proofing
June 24	Final document sent to Charley for posting
July 1	Catalog available for public viewing online

Assignments for sections of catalog:

NOTE: For easier document navigation, turn on the navigation pane in Word ('View' tab, under 'Show' group)

Page #s	Name of Section	Department Responsible
11-18	About the College	VPL Office / President's Office
20-25	Admissions Information	VPSS
26-29	Registration and Enrollment	VPSS
30-40	Academic Standards	VPSS (some parts VPL)
41-44	Other Student Services	VPSS
45-46	Distance Learning	Dir. of Distance Learning
47-47	General Information	VPFA
48-59	Health and Student Safety	VPFA
60-61	Clubs and Organizations	VPSS
62-63	Student Activities and Student Support	VPSS

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Page #s	Name of Section	Department Responsible
64-67	Financial Aid	VPSS
68-70	Scholarships	VPSS & Foundation
71-75	Tuition and Fees	VPFA
76-77	Credit Programs and Awards	VPL
79-79	College Partnerships and Articulation Agreements	VPSS
80-91	Liberal Arts Programs	VPL / Dean of Liberal Arts
92-101	Teacher Education Programs	VPL / Dean of Liberal Arts
102-137	Health and Natural Sciences Programs	VPL / Dean of HNS
138-147	Information and Business Technologies Programs	VPL / Dean of Business and Information Technology
148-164	Career & Technical Education	VPL / Dean of Career and Technical Education
165-166	Continuing Education	Dir. of Inst. Effectiveness and Advancement
167-168	Adult Basic Education	Dir. of Inst. Effectiveness and Advancement
169-224	Course Descriptions	VPL / All academic deans
225-226	Arkansas Course Transfer System (ACTS)	VPL / All academic deans
227-232	Faculty and Staff listing	VPFA and HR