Members Present: Carroll (Chair), Malak (Vice Chair), Bathe, Bradley, Folger (late), K.Shaw, Somogye

Members Unable to Attend: Chapman, Coughlin, Dotta, Marx, McCauley, Migotsky, Schupbach, Wardell

Minutes:
The minutes from 7/05/06 were corrected and approved and will be posted on the Team website.

Review:
Celeste could not make past few meetings, we summarized what happened at them for her. Janice will resend email to her about the tour for the August 9th session.

Shannon will contact Kim about getting information about the testing center for the tour and for the binders.

Celeste will do a ‘who to call when’ list for Student Services.

New Issues:
We began to Plan out Week 3:

Part of week 3 will focus on student resources. Lisa provided a list of things that could/should be included. As a group we decided that half of our time during week three will be devoted to this area. We will ask for someone from three specific areas (crisis intervention, Project Rise, and disabilities) to present some more in depth information and provide a handout for the binders. Celeste will cover crisis intervention. Someone from the group will contact people in the other two areas in the future. The areas we would like to receive handout from include: Hear & Know, Testing & Tutoring, Workforce Services, the new wellness website, student activities and the child care center.

The second part of week three will be on grades and grading policies, withdrawal, attendance, midterm rosters, test construction, Blooms’ taxonomy, assessment vs. evaluation, and rubrics. Ed has rubrics that we can use as examples. We should also have rubrics that cover oral presentations and other projects like lab assignments for variety. Paul will put this part together with what he already has. We can ask faculty for rubric examples. Next meeting Paul will provide members with a copy of “A Handbook for Adjunct/Part-Time Faculty and Teacher of Adults”.
Paul will see if there will be enough money to provide the Cross & Angelo book “Classroom Assessment Techniques” to the new adjuncts. Once the budget is set we can also determine if we can provide the binders and candy for the participants. Paul and Ed are getting together before the next meeting to discuss the budget.

**Other Issues**
We need to start thinking about how we are going to evaluate this program.

We moved some topics that were originally in week three to week four (plagiarism and copyright issues) and we took out fast and easy assessment techniques from week 4.

**Tentative schedule:**
- Session one on August 9th
- Session two – week of August 21st
- Session three – week of September 11th
- Session four – week of September 25th
- Session five – week of October 16th
- Session six – week of October 30th

Sessions five and six look like they will be relatively easy to plan.

**Team Meeting Times for Rest of Summer:**
*Wednesday’s 3:30-4:30.* Come as you can and give feedback whenever you wish.
Reminder that the Faculty Academy Website is [http://www.heartland.edu/aqip/facultyAcademy.jsp](http://www.heartland.edu/aqip/facultyAcademy.jsp)

**Next Steps for Team:**
- Plan Weeks 4-6
- Finalize Schedule and Logistics for Week 1
- Finalize Budget with Allan
- Publicity and Recruitment
- Create Binders/Handouts for Week 1 and beyond
- Program Evaluation Activities
- Longer Term: Faculty Academy II for continuing faculty during Spring 07