AQIP Faculty Academy Team
Minutes 7/19/06
CCB 2011  3:30-4:30

Members Present:  Carroll (Chair), Malak (Vice Chair), Bathe, Coughlin, Folger, Marx, McCauley, Somogye

Members Unable to Attend:  Bradley, Chapman, Dotta, Migotsky, Schupbach, Shaw, Wardell

Minutes:
The minutes from 7/012/06 were approved and will be posted on the Team website.

Review:
Paul presented his meeting with Allan S. about Faculty Academy budget. The following guidelines were recommended. First, the FA budget is $10,000/yr. which includes funding the new faculty orientation nights in fall and spring. Second, pay for participants for the first night will stay at $10/hr. For weeks 2-5 we may $20/hr with the understanding that we give at least an hour’s worth of work outside the classroom. Third, the budget for presenters should be $30/hr. Finally, we should approach any expenditure with an eye toward being able to justify it to external audiences. The Team agreed in principle to these suggestions.

Paul presented the draft schedule for Aug. 9th. We split the night into HR/Meet/Greet 1:15; Tour :45, and Classroom 1:00. The team agreed to this set-up. Paul would check into SCB 2001. Ed would draft a welcome letter to be sent out. Janice would contact tour folks.

Paul shared the text “A Handbook for Adjunct/Part-Time Faculty and Teacher of Adults” with the team and asked for feedback. Team agreed the text seemed reasonable. The budget will allow us to purchase the book “Classroom Assessment Techniques” by Angelo and Cross for the group as well.

New Issues:
We began to Plan out Weeks 5 and 6:
For Week 5: perhaps Jean Marie Taylor could present about WebCT, Teri Hanson could provide a refresher of classroom technology, Scott Rager and/or Mike Cardinal could show powerpoint, John Dotta could talk about ipods, and other faculty using technology could be contacted to present. We also could demo a “music” classroom.

For Week 6: CAS and Assessment Chairs could present, and we could talk about AQIP at HCC and Diversity at HCC.

For Week 4: Focus on Writing in the classroom and use Library Staff and Writing Center staff to emphasis this.
Other Issues
We need to recruit participants for the sessions.

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

We need to start the process of planning next semester’s academy II.

Tentative schedule (reminder):

- 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

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

Next Steps for Team:
- Finalize Schedule and Logistics for Week 1
- Publicity and Recruitment
- Program Evaluation Activities
- Longer Term: Faculty Academy II for continuing faculty during Spring 07