TFAM

MEETING MINUTES

May 1, 2018 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Shirley Davenport, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Roger

Barrentine, Tasha Welsh

Guests: N/A

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Call to Order	The meeting began at 9:07 a.m.	Ray Cummiskey	
Approval of Minutes	Several corrections to the April 24, 2018 minutes were requested. Approval of the minutes was delayed until the May 8, 2018 meeting.	Team	
Review of Action Items/ Closing the Loop Open Educational Resources	Daryl gave an update on Open Educational Resources (OER) and the Bookstore: Chris DeGeare and Christy Stanley from Follett have continued discussions. Use of eFollett's product, Lumen, is required for OERs if faculty go through the bookstore. Lumen is not required when faculty develop their own OERs. Cindy Rossi recently spoke with Daryl about her Creative Commons (CC) License, which provides copyright licenses to facilitate sharing of materials. CC also prevents re-sale of resources and does not allow a faculty member to charge for the resources they develop. Follett is allowed to charge for Lumen by packaging the resources with other services (i.e. automatic upgrades). Daryl commented about the financial repercussions of an inability to charge for OER materials, including loss of revenue and possible damage to the College's relationship with the Bookstore. A Team member suggested charging a course fee for classes utilizing an OER textbook, similar to the fee charged for online courses. This fee would help to recover a small portion of revenue lost from the bookstore. Team discussed the set of standards needed to determine how future OER materials are evaluated and quality assured. The OER Task Force will begin formulating quality standards, addressing copyright laws and any other legal issues. Daryl will join the Task Force as they move forward. Topics for the Task Force to address include: A checklist for meeting learning outcomes similar to the current course development process list. Ownership of the curriculum/resource in the event the originating faculty leaves the college. Processes for update and revision of materials, which can be modeled after the current textbook selection process. Ensuring materials are meeting student learning outcomes. Faculty expectations for OER development. Ensuring cost of development does not increase student costs. Changes to administrative procedures as a result of new process development. As these processes are being developed, the courses currently utilizing O	Team	

EXPECTED OUTCOMES OF MEETING: Discussion Action Item/ Timeline/ Agenda Item Deadline Person(s) Responsible (If Applicable) possibly an ECO course are in process for next year. Caron will compile a list of current and upcoming OER courses to share with Team. **Hot Topics** Summer Schedule Tasha sent a campus announcement on May 1st regarding the summer four-day work week. Ray asked if the summer schedule start and end dates could be added to the academic calendar to increase awareness. Tasha will send out the Spring Break Days survey. Spring Break Days Survey Team **Budget** Music Lessons: Applied Music Shirley proposed an increase in load for adjuncts who teach MSA Courses Applied Music courses (private music lessons). The Music faculty and Michael Booker have researched the current model of .3125 load hours per student and found that it is not consistent with models at other schools. The model does not adequately compensate adjunct faculty for their time: a one-credit-hour course pays only slightly above \$200 for 16 weeks of instruction. The College will lose good adjunct instructors if the rates are not adjusted. Shirley distributed a handout outlining their proposal to increase to .5 credit hours per student. In order to cover the cost increase of the proposal, Shirley recommends a corresponding increase in lab fees from \$80 to \$125 per music lesson course. Lab fees are covered by financial aid and should not have too large of an impact on students. Team agreed with the change and Daryl will include it with budget assumptions for 2019. Dena inquired about changes in select CTE lab fees. Daryl will add these proposed changes to the budget assumptions for the Board. Enrollment Services may re-bill affected students on May 11. This timeline will keep inconvenience to students as low as possible. Daryl reminded team of the annual budget assumption narratives due May 1st from each division. **Planning** Team **Division/Departmental Updates** Team President Ray reminded Team he will be taking Mondays off in the summer to utilize his vacation days and encouraged other members to utilize theirs as well. Admin meetings in the summer will change to Tuesdays from 8:30-10:00, and Team will begin at 10:00 on Tuesdays. Additionally, Ray reminded the Team of the adjusted Board Meeting Date schedule, which combines the August meeting into the July 26th meeting. Ray also announced the Legislative Breakfast, hosted by the JCGA on Thursday, May 31st in the Viking Room. Instruction Caron mentioned the End-of-Year celebration for faculty and Instructional staff she will host at her home on May 2nd. Nick Nihira was selected by Phi Theta Kappa students for the PTK Faculty of the Year award. He will be recognized May 2nd at the PTK Faculty Appreciation Breakfast. Nick and Blake Carroll also visited R7

EXPECTED OUTCOMES OF MEETING:

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
	high school in March to talk to art students about Jefferson College's Art program, facilities, student art, and the new AFA degree plan. It was a positive experience for all.	(ттррисаль)	
	The April 11 th and 12 th AEL program site review concluded with stellar reviews for the program. Only nominal changes were requested. Caron gave kudos to Betty Linneman and Julie Johns for their excellent work showcasing the program.		
A&S	Shirley submitted a Permission To Fill for a Philosophy faculty position.		
	Shirley announced the following events: the Student Art Exhibition on display in the Fine Arts lobby until May 11 th , the band concert on May 8 th , choir concert on May 10 th , and the pottery sale May 9 th -10 th .		
СТЕ	Dena submitted a Permission To Fill to replace a nursing faculty position vacated by Holly Boettcher. The replacement was strongly recommended by the Missouri State Board of Nursing during the recent site visit.		
	Dena is completing performance evaluations for ATS faculty and staff. She is noting recommendations and receiving feedback from her meetings, which she will organize into themes for consideration and further action.		
	The CTE division is hosting a celebration and farewell party on May 3 rd for those leaving due to retirement or voluntary separation.		
Finance & Administration	Daryl is working with Dale to develop a process for charging maintenance repairs. In some instances, it may make sense to charge the requesting department rather than the general maintenance budget. For instance, a new piece of equipment or a large project may become a department charge, though most routine maintenance will remain in the Buildings and Grounds general budget. Team members recommended tracking the current charges to find areas where there may be consistently higher charges, working from there to set procedures.		
Student Services	Kim submitted a Permission to Fill form for an Enrollment Services Specialist/Recruiter position, formerly staffed by Stacy Bogier. She submitted a second Permission to Fill for Jessie Montgomery's current Enrollment Services position. Jessie has accepted the Residential Life Coordinator position.		
	Kim announced the Missouri Scholarship Loan Foundation grant submitted by Sarah Bright and Holly Lincoln for the food pantry was approved. Additionally, MOHELA has agreed to send additional funding to assist with set up of the pantry, which will begin this summer.		
PR/Marketing	No report.		

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If Applicable)	Timeline/ Deadline
Human Resources	Tasha will give a presentation and update regarding the classification study Administrative Support Series at next week's team meeting. She is waiting for additional information from Fox Lawson regarding the characteristics distinguishing one layer from another.		
	Her office is in the testing phase with the new document imaging software and expecting implementation to begin in the next few weeks.		
Adjournment	The meeting was adjourned at 11:04 a.m. The next meeting date is May 8, 2018. Shannon Schoenky will take the minutes.		

Respectfully submitted,

Miriam Rouggly,

Administrative Assistant to the Vice President of Instruction