

TEAM
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

EXPECTED OUTCOMES OF MEETING:			
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	<p>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.</p> <p>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).</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>As these processes are being developed, the courses currently utilizing OERs will continue. One or two more MGT courses and</p>	Team	

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A&S	<p>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.</p> <p>The April 11th and 12th 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.</p> <p>Shirley submitted a Permission To Fill for a Philosophy faculty position.</p> <p>Shirley announced the following events: the Student Art Exhibition on display in the Fine Arts lobby until May 11th, the band concert on May 8th, choir concert on May 10th, and the pottery sale May 9th-10th.</p>		
CTE	<p>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.</p> <p>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.</p> <p>The CTE division is hosting a celebration and farewell party on May 3rd for those leaving due to retirement or voluntary separation.</p>		
Finance & Administration	<p>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.</p>		
Student Services	<p>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.</p> <p>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.</p>		
PR/Marketing	<p>No report.</p>		

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Human Resources	<p>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.</p> <p>Her office is in the testing phase with the new document imaging software and expecting implementation to begin in the next few weeks.</p>		
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 Rougely,
Administrative Assistant to the Vice President of Instruction