

AD&M Faculty Meeting, May 13, 2008

In attendance: Susie Antcliff, Madeleine Townsend, Fred Clark, Brian Bishop, Diane Grinwis, Sharon Wood, Carolyn Shafer, Michael Reish, Linda Koons, Lynda Kalinich-Spyke, Connie Peterson

SCAD

- wants to do articulation with the program
 - they said our animation or graphic design A.A.S. is too specialized and wanted more general education
 - We could possibly do a certificate
 - create artifact to pass along, so everything can be documented
 - courses outside of the specialized courses to be taken, also outside of core requirements
- 2+2 with SCAD and 3+1 with UM-Flint
Possibility with 2+2 Ferris

DESIGN CENTER

- Roberta Peterson and Stephanie Shamblatt expressed an interest in the idea in CIC.
- bring in instructional designers, work with them in potential e-learning format.
- Very conceptual right now, no real certainty of any kind of development. Fact finding.

ORACLE/BANNER DISCONNECT FOR SU/FALL

- Waiver team will be used because of it
- Forms will be used and can be turned in at the Advising Center

SUBSTITUTE POLICY

- MAIT Faculty absence and Sub chart given out to assist finding the right sub
- Department timekeeper is Sheri, but all Joe and Christy should also be able to review for the subs as well
- Lists of subs, from the instructor or members of the programs, created to find ideal ones
- Create sub folder, in addition, to let them know what should be taught in that session
- Brian says that a list is what is really needed and that subs are needed for every class.
 - more than one person capable of teaching a certain area

ADVISORY COMMITTEE

- nothing put together just yet and no meeting has been set
- Brian said for someone to suggest names for the committee, ideally 6 people with credentials or not a graduate. Though open to it, if they graduated a long time ago.
- Flint-UM becoming an articulated partner
- Diana wanted some type of public recognition to committee

Fred asked of the status of AD Club

- Brian said that he will try to see who will want to go

Brian wants to get information of students who are transferring:

Who they are

What they are doing

For the reason that we can document students who have gone through the program and to keep track of them.

Fred said that we need to do a questionnaire for students to get the right information.

Artprogram.org

-Tom Faes is looking for the website to be an active idea

Meeting was to determine curriculum committee status

-to establish and ground rules

-Main committee is to be coordinator and look at long term

-coordination was what lacked in the communication at this time

What committees not do

-anything beyond instruction issues

-evaluate faculty

-administrative issue

-handle student complaints

-assign instructors

Can be proposed

-approve schedule

Can be proposed

-budget management

Can be proposed

Graphic Design

Computer Graphics

Fine Art

Web and CG may split off, but not at the moment.

DEFINE INSTRUCTION, WORK FLOW, LAB ENVIRONMENT EXPECTATIONS.

Expectation of what is to be done during or for lab times

-in terms of instruction

-configuration of equipment

-what students should already know

-know the software according to what course its for

-Learning outcomes

-method of controlling how the students time in lab goes

-brian says this should belong to the subcommittee, because the general committee does now have exact knowledge for each area

-will be put into **BOTH**

COMMITTEE WILL INTERFACE WITH OTHER APPROPRIATE COLLEGE COMMITTEES AND ADMINISTRATORS AS NECESSARY TO INSURE AN EFFECTIVE LEARNING ENVIRONMENT

-SUB COMMITTEE

-Fred said that what we do in our classes will become irrelevant if we do not set or have a learning environment.

Recruiting and marketing.

-Fred said that recruiting, marketing are administrative responsibilities

-Brian wants to get back to the issue

-DMAC is getting promotional money

-have to wait a couple of budget cycles because none of it was used last time

STRUCTURE

-SUBCOMMITTEE

-who wants to participate if you wish, *if you teach in that area*

-Set designated time, open participation to all, defined participation – develop from initial participation

-defined committee prevents one person from stalling a program's progression because of a conflict of interest.

-COMMUNICATION – meeting notes will be distributed to all

-all official communication **must** be sent through LCC email account, which can be forwarded through it, but must go through it

-Notes will be posted on Divisional Website

-decision making is done with subcommittee

-Up to subcommittee to define decision making groups

-Invite everyone to participate, then determine from the amount of participants

-subcommittees of 20 will deter the 6-8

-refine if needed

September 22 is the deadline to refine any courses

How to make decision

-Fred wants to work on consensus basis

-Brian wants to achieve consensus and if not, a legitimate reason is needed

All EISD courses will be at West Campus starting in the fall

COMMITTEE

-All FT faculties to remain as members and whoever shows up to represent areas

-subcommittees can decide who comes to the committee meeting to represent them

REVISIT - Spring kickoff annually

THIS IS A FORMALIZATION OF WHAT WE HAVE BEEN DOING PREVIOUSLY.

