

AGENDA

Notes

Business, Media, and Information Technologies Division

Instruction Board

March 31, 2008

9:00 a.m. – 10:00 a.m.

Meeting called by Radecka Appiah-Padi

Note taker: Mary Speiser

Attendees: Tammy Jones, Brenda Brown, Bill Holda, Vickie Blattner, Radecka Appiah-Padi, Mary Speiser, Brian Bishop

Please read:

Please bring:

9:00 a.m. – 9:15 a.m.

Proposed Course and Curriculum Workshop

Purpose

How can we make the course and curriculum proposal process as painless as possible to everybody? Office of Instruction realized that all info is available, but because faculty don't write the proposals very often, the process is very tedious and the product isn't always as complete as is really needed. So we are proposing workshops to help. The printed catalog drives the timelines.

Important for everyone to have the entire big picture from the beginning.

The purpose of the workshop is to communicate what is needed in a proposal and why, to facilitate making process as easy as possible for faculty.

Radecka and Mary

Notes: Should change "ROI" to "RER" – explain ratios.

Create a visual chart/timeline/gantt chart .

Office of Instruction will draft a workshop for Instruction Board. to review.

College form might change, too.

Select date

Before faculty leave in May.

9:15 a.m. – 9:45 am

Review:

Results of Spring 2008 Section Management Report

Discussion: Can classes move to BMIT rooms from other college computer rooms after cancellations?

All

Can other programs in BMIT use the computer rooms? BMIT is the only area calculating room usage. What's

driving this?

This is a way to verify that we have enough computer classrooms on campus. All divisions are supposed to do this. The whole campus wanted rooms at the same time.

There is 100% chargeback from college for dedicated rooms, so trying to not have dead space. Many computer rooms have a seat capacity that is too low for Business Department courses to use when they need computer rooms.

If GB 117 had normal computer work stations, could move many Office System classes there. In addition to tablets PC and specialty equipment, could teach key boarding. This would mean fewer classes would go to R25.

Offering classes online also makes room utilization go down.

So have we done everything we can to maximize room utilization? Does the board have a recommendation?

Maximizing sections can create under-utilization.

No other areas are using the rooms when BMIT doesn't – no one wants Macs, bench rooms, removable hard-drive rooms

Can rooms be consolidated? The 2 Mac rooms aren't the same. Film and Art can't share because the software is mutually exclusive. Need Tom to help with sorting this out. Will meet with him separately.

Issues: can Avid be in GB116? IMacs are for Photo. Maya in GB 114? GB 116 has web software for ADM. Past practice is that those rooms are always held open for open lab. There are Macs in TLC lab with all the software. Students use GB rooms rather than TLC. This additional "open lab" time on the chart – information doesn't get sent to Vickie. What the utilization of Macs in TLC lab? CIT is the only area that actually reserves other time (SI, grading) so that it can be documented. Vickie will talk to Tom about this, too.

Utilization goal is probably not realistic. Please send questions, issues, concerns to Mary. Bring everything back to instruction board – not a public discussion yet.

Office of Instruction will put full report in pdf format and file in correct place by end of week. Can look at previous reports for trending.

Conclusions

Discussion will continue at next meeting.

9:45 am – 10:00 am

Discuss student/faculty advising
Not covered.

All
