

**Instructional Council
Meeting
March 2, 2011**

Present: Louise Wiley-Franklin, Mike Turpin, D'Wayne Shaw, Julie Fowler, Michelle Wilder, Randy Lewellen, Rhonda Paul, Terry Booker, Richard Harrison, Kathy Fair, Charleen Worsham, Rene' Wiley, Gerald Stanglin, presiding

Guest: Ingo Stoehr

1. Minutes:

Minutes were read and approved.

2. SFA's Study - Abroad Consortium – Ingo Stoehr

Ingo discussed the following:

- Dr. Brian Murphy is the Dean of Applied and Liberal Arts at Stephen F. Austin State University. He is also acting as the Study Abroad Program Director and is spearheading the study abroad program. Ingo Stoehr presented the Texas London Consortium (TLC) program proposal as follows:
 - London has been selected as the location for the collaborative study abroad program. Students want to go to London because of the ease of language, environment and it is a comfortable experience for those who have never been there.
 - This is a 5 week summer program which focuses on core courses and gives students confidence with hopes to enroll in more focused programs later in their college careers. This program is for freshmen and sophomore students.
 - The approximate cost is \$5,100 plus tuition. This includes housing, meals, airfare, transfers and local transport. Classes are Mondays and Wednesdays – one morning and one afternoon. Field trips are Tuesdays and Thursdays and there is one weekend trip to Paris.
 - The goal is to establish a consortium composed of a minimum of five institutions within the region, including community colleges. The selection of faculty and courses for each program will be a collective decision made by all partners jointly. A Memorandum of understanding must be signed by the president of each participating institution to formalize the relationship.
 - An agreement would have to be signed in April for the proposed start-up date of Summer I, 2012 – mid June through mid July.
 - Ingo discussed the program arrangements and structure. He also mentioned that Brian Murphy is willing to come to Kilgore College and present the program to the Instruction Council. Dr. Stanglin mentioned bringing faculty together for the presentation the week after spring break.

- It was mentioned that Jason Graves (English Literature) and/or Terri York (Western Civilization) might be a good fit for this type of program.

Budget Implications: TBA

3. Fees/Continuing Education – Gerald Stanglin

The following was discussed:

- FY 2012 Kilgore College Lab Fee Proposals were discussed.
- Instructional supplies budgets were briefly discussed.
- It was mentioned that there has been some neglect in trying to keep up with what the fees should have been because there wasn't a need. Now we are trying to figure out how to close the gap.
- More revenue needs to be produced through tuition, fees and taxes.
- Regular and dual credit tuition will increase if passed by the Board on Monday night.
- Continuing Education tuition was discussed. Continuing Education fees will not be presented to the Board this time but they will be presented at the next board meeting.

Budget Implications: TBA

4. 2011- 2012 Kilgore College Distance Education Plan – Gerald Stanglin

The following was discussed:

- The Higher Education Regional Council rules were discussed. The rules apply to all offerings except dual credit.

Budget Implications: TBA

5. Service Learning – Michelle Wilder

The following was discussed:

- A Service Recognition event is planned for April 12th in the Devall Ballroom. This is a simple but meaningful event to promote service at Kilgore College. It should inspire people who have been serving to continue serving. It should also increase awareness and focus on the positive at Kilgore College. This event has the potential to be very successful with participation from Kilgore College faculty, staff and students. Michelle encouraged the council members to recognize someone in their department for their service accomplishments. Certificates will be presented to these individuals.
- Email information about the student, student group or co-worker that you would like to nominate to Michelle Wilder.
- A survey, intended to engage interest, was sent out to club and organization sponsors and instructors. When instructors are talking to students, person to person contact works best if trying to get them to participate.

- Michelle mentioned instructors who reported Service Learning data for Fall 2010. Other instructors either did not integrate Service Learning in their classroom or they did not report it.
Michelle needs help from the deans in order to collect all information participation information from instructors.
- This event needs to be publicize in the FLARE.
- Chamber Ambassadors will attend this event.
- Everyone needs to know that Kilgore College is a service minded institution.

Budget Implications: TBA

6. Core Curriculum Conference in Cisco – Gerald Stanglin

The following was discussed:

- The Core Curriculum Conference will be held in May on Thursday, Friday & Saturday. Seven or so objectives for the new core curriculum will be looked at to see how people will evaluate them. Mark Taylor will be the guest speaker. Dr. Stanglin asked if any of the council members were interested in attending this conference. There was no interest expressed in going to Cisco.

Budget Implications: TBA

7. Proposed Web Pay – Gerald Stanglin

The following was discussed:

- The last updated to the web course pay was in 2009. At that time, teaching a web course was made more attractive in terms of development pay from a teacher's perspective.
- More faculty have opted or learned how to teach web courses.
- The question was asked if we should leave web course pay where it is and gradually let the face to face course catch up with it. There is a \$350 to \$450 difference in pay.
- It was mentioned that this proposal will not be acted on today but needs to be discussed.
- To simplify things a little, Charleen Worsham has researched what other colleges are doing as far as web pay.
- If there are one to five students registered for a web course, there will not be a class. The maximum number in a web class is 30. When the number of students reaches 31, it becomes two sections of 25 and 6 for pay purposes.
- Goals are to encourage more students to take online courses so that more sections are created and to make the quality of online courses equal to face to face class.
- Because you can make so much more teaching online course than face to face, some instructors want to teach only web courses.

- A small committee made up of faculty from each division and maybe one or two deans needs to be created in order to discuss information that Charleen Worsham has collected so that some adjustments in web pay can be made.

Budget Implications: TBA

8. Proposed Strategies for ATD – Gerald Stanglin

The following was discussed:

- It was mentioned that everyone needs to know what the core team is considering. The following topics were briefly discussed:
 - Mandatory college success.
 - Developmental education.
 - Developmental education was discussed.
 - Individualized interventions.
 - Professional development.
- Math, Reading and English labs will be moving out of the Library because those classes will be linked together.
- We need to be thinking about things that can be done to give back to the institution like teaching a class without pay and finding ways to be of service to students. We can also be models for other instructors so that they will do the same types of things. We also need to think about professional development.

Budget Implications: TBA

9. Guest Speaker/Field Trips – Gerald Stanglin

The following was discussed:

- Richard Harrison handed out copies of the form one of his departments uses to allow guest speakers and students to go on field trips. He also explained the form.

Budget Implications: TBA

10. Honors Convocation – Gerald Stanglin

The following was discussed:

- Plans for the Honors Convocation which will be held April 21st at 7:00 were discussed.

Budget Implications: TBA

11. Other:

No other business was discussed.

Minutes submitted by Rene' Wiley