



Instructional Services Meeting
November 11, 2013
9:00 a.m. – 11:00 a.m.
Lakewood Campus

Minutes

PRESENT:

Mike Coste, Kelly Circle, Janet Gonzales, Jon Johnson, Andrew Johnston, , Bill McGreevy, Rick Reeves, Bob Rizzuto, Janet Steinkamp

1. Leadership Team – All Day Retreat

- The Leadership all day retreat that was schedule for December 6th will be rescheduled to Wednesday, December 18th. Janet will reserve the Graham House.
- **Department Chair Meeting Agenda – November 12th, 2:30-4:00, Red Fox Room**
 - o Scott Stump (CCCS) regarding Concurrent Enrollment/Discussion
 - o Academic Master Plan Update and Questions
 - o Dev Ed Debrief
 - o Online Degree Discussion
 - o Org Structure/Process
 - o Online/Hybrid Course Standards – Jon Johnson
 - o Hiring Adjunct Faculty - Bill Dial, Deb Houser

2. Curriculum Committee Update – Bill

- Bill showed the process of entering information on the curriculum proposal site. This information is also on the portal under the “faculty” tab.

Curriculum Proposal Review

- o You will receive an email notice from “Curriculum Approval” that you a curriculum approval task.
- o Follow the instructions in the message to review the course in question and perform the specific task requested.
- To go directly to the curriculum approval website:
 - o <http://rrcclashr01/sites/curriculum/SitePages/Home.aspx>
- Here you will find current curriculum proposals, templates, and hot-to guides.
- You also can click on the “Tasks” link to take you to a web page showing all current courses the in the process, their status, and related tasks.
- If you have problems touch base with Bill McGreevy or contact Ellie Camann, chair of the RRCC Curriculum Committee.

3. Academic Master Plan Update

The Academic Master Plan committee, comprised of faculty, staff, and administrators, is collecting information from academic and CTE programs, and from departments that provide support for instruction. The survey is an opportunity for input across these functional areas. The committee will review the survey data to inform the process of developing the Academic Master Plan. This is an attempt to get a quick, informal snapshot of your thoughts regarding your programs.

The information should be gathered at the program level and submitted to Bob through the Chairs by November 18th.