

Humanities Division Council Meeting

Minutes: 3/2/09

Present: Tom Lew, Darrell Thompson, Elise Geraghty, Victoria McCallum, Susan Bachmann, Mary Ann Leiby, Cynthia Silverman, Suzanne Gates, Nitza Llado, Alicia Class, Sharon Van Enoo, Lori Medigovich, Kate Collins

Tom opened the meeting at 2:30 p.m. with an overview of the connection between planning and budget and ECC's having been sanctioned by the Accrediting Commission for not linking the two sufficiently. As a result, academic divisions, including Humanities, need to go through old program review material and put the information into Plan Builder software, showing the link between planning and budget.

Tom then introduced the main reason for the meeting: selecting ten of the Plan Builder goals (distributed on handouts) and ranking them in order of importance. He noted that this process need not include stating a need to hire new faculty. He gave the council members time to review the two handouts ("Recommendations from Plan Builder Goals – Instructional Equipment" and "2008-09 Goals from Humanities," each containing the same projects but the former including dollar amounts and the latter, a status report for each project).

Tom went through the list, explaining the requests and asking for questions. He noted which projects could be completed using other funds and which projects did not require funding to be completed. He also noted which projects could be funded with Basic Skills money.

Lori Medigovich opened the discussion by ranking several projects. Through a detailed discussion of the projects, including the decision to subsume some projects under others, ten projects were ranked. Further discussion resulted in some changes in the rankings. The final results are as follows:

#1: Humanities: Provide budget increases and augmentations necessary to maintain personnel levels in the division's office and instructional open labs (the Foreign Language Lab, the Journalism Publications Center, and the Writing Center) that will support the division's programs, satisfy the academic needs of students, and ensure continued their success in their courses (SI-1b).

\$36,000.00 Note: This request now includes one for \$5,000 from Academic Strategies to promote vigorously courses in the Academic Strategies Department (SI-1b).

#2: English: Establish a coordinator of part-time faculty position in English to coordinate and schedule high numbers of part-time instructors and facilitate various program improvements (SI-1b).

\$25,000.00

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#3: Foreign Languages: Provide adequate funding and staffing for the Foreign Language Lab (SI-1a).

\$7,000.00

#4: Humanities: Review duties of full-time classified employees to ensure that position classifications are appropriate to responsibilities and provide compensation equal to employees performing similar duties across campus (SI-1b).

\$3,152.00

#5: Journalism: Employ a part-time lab technician to maintain Macintosh computers in the Journalism Center (SI-1b).

\$6,400.00

#6: Journalism: Establish consistent funding source for the position of ad manager for student publications to guarantee efficient, timely, and consistent stream of revenues from advertisements sold by student publications (SI-1b).

\$9,914.00

#7: Humanities: Ensure that all departments continue to upgrade and replace equipment and software used in the division's computer classrooms, labs, and instructional centers (Writing Center, Journalism Publications Center, etc.) on a regular basis, from general fund and restricted funds (VTEA, block grant, special contract, and so forth (SI-3a).

\$23,000.00 Note: This request covers \$10,000 for a photocopier and two requests from Journalism: 1) Develop and publish an on-line magazine (SI-1b for \$5,000) and 2) provide industry-standard equipment for photojournalism program (SI-3a for \$8,000).

#8: Humanities: Establish a comprehensive mentoring program for full-time faculty to assist the adjunct faculty in all areas of curriculum as well as guidance in teaching (SI-1b).

\$10,000.00

#9: Humanities: Create 12 fulltime faculty positions in English, Foreign Languages and Academic Strategies. Approx. \$86,604 per position.

#10: English: Obtain funding for faculty development in lower-level literacy to better prepare faculty instructing the new reading courses in addition to mentoring and orientation (Reading recommendation) (SI-1b).

\$5,000.00

Before Tom adjourned the meeting at 4:30, Mary Ann Leiby suggested organizing a Flex workshop with counseling, a suggestion which everyone supported.

