

**Meeting Minutes**  
**Title III Advisory Team**  
**Tuesday, March 04, 2008 – 8:45 am**  
**President's Conference Room, Blackwell Hall**

Present: Cathy Adkins, Marshall Angle, Carol Boggess, Rick Cary, JoAnn Croom, Jason Pierce, Nina Pollard, Walt Stroud, Mandy Proffitt/Recorder

**Undergraduate Research**

*General Discussion*

Marshall briefly reported the status of the Title III marketing efforts to promote the student research grant program (e.g., call for proposal posters). Ultimately, there were thirteen proposals submitted. The committee then discussed funding options (i.e., to fund all thirteen proposals or to only fund the top ten proposals).

*Plan for Action*

The ad-hoc undergraduate research committee will meet Thursday, March 13 at 3:30. Mandy will circulate proposals before the March 13 meeting. That committee will decide whether or not all projects are fundable.

**Honors Conference, Tusculum**

*General Discussion*

Marshall mentioned that the following people were interested in attending the Tusculum conference: Jason Pierce, Larry Stern, Jim Utterback, and Rick Cary (Rick is still deciding whether or not to attend). Nina pointed out that there should be a minimum of one person from each division. Marshall projected a one-year planning schedule with a target date of fall, 2009 for implementing an MHC honors program. Nina suggested that fall 2010 may be more realistic but that discussions should be started now.

*Plan for Action*

Marshall asked the committee to help recruit additional faculty members who might attend. An announcement will be made about the upcoming conference at the faculty meeting on Thursday (3/6) per Cathy's suggestion. Marshall will investigate the possibilities of a spring faculty forum to initiate discussions regarding honors programming.

**Advising**

*General Discussion*

Marshall reported that Diane revised Challenger contracts to require service during spring semester. Thus, Challengers will still work with Gateway, SOAR, and fall LAA classes, but their responsibilities will also include continued service to LAA students. He also mentioned that Diane has received thirty applications, and will soon schedule interviews.

Marshall informed the committee that Diane is also working on developing advising workshops this spring. She will offer morning and afternoon workshops [Dates

subsequently confirmed as follows: Thursday, March 13 at 9:00 am & 3:00 pm and Wednesday, March 26 at 3:00 pm].

Diane submitted a report for provisional students after having many discussions with the Admissions/Academic Standards & Financial Aid Committee, the LAA faculty, and Bob McLendon. The report establishes admissions criteria for defining provisional students. Marshall asked the committee if it was their responsibility to review this report. Nina advised that input from others would be necessary.

Rick asked if any type of provisional standard would be supported by the administration in making admissions decisions. Nina reported that Dr. Lunsford seemed receptive to ideas for improving the college's academic profile. In previous meetings, she and Dr. Lunsford had discussed the fact that admitting provisional students, and providing support programs, was costly.

#### *Plan for Action*

It was suggested the report be sent to the Admissions/Academic Standards & Financial Aid Committee and the departments whose courses are listed in the report (English, Education, and Math). [Marshall also plans to circulate the report to the Curriculum and Plans and Policies committees.]

### **Technology**

#### *General Discussion*

Marshall informed the committee that the instructional technology in Belk and the Cornwell rooms will be installed before the end of this semester. He also mentioned that there are plans for Title III to fund three rooms in Ferguson which is still on schedule to be completed in June. He also mentioned that there are plans to renovate Wall. Rick pointed out that Moore is scheduled to have a new heating/air conditioning system installed and said that there may be needs there that need to be revisited.

It was reported that a purchase order has been issued for card swipe locks for the "smart" rooms. JoAnn asked if there would be limits on who could use each room, and Nina advised that the system document who entered. Marshall said that he hoped that the card-swipe security would allow the carts to remain open at all times.

Marty has hosted four Moodle training workshops, and has scheduled five more for the rest of the semester. About thirty people have attended these workshops.

### **Budget Report**

#### *General Discussion*

Marshall solicited the committee's advice on spending the carry-over money from the last fiscal year. The money in the faculty development account is mostly encumbered for the Tusculum conference and stipends for program review work. Yet, there is other faculty development money that can be spent on other Title III initiatives. The money for equipment is encumbered for the instructional technology installations this spring. The money in the supplies account funds mini-grants and the library holdings. The majority

of what needs to be spent is in the Moodle budget line. Marshall mentioned that Diane had an idea for a Moodle advising program that might require purchasing another server.

Jason gave an update on the mini-grant applications for spring. He said the applications had been reviewed, and that some recipients had already been notified. He also mentioned that the technology committee considered limiting the amount of the mini-grants to \$2000. He suggested that some of the carryover money from the contractual account could be used to help fund the pricier grants that had been proposed.

JoAnn asked Marshall if it was possible for Title III to fund a grant writing workshop at NC State for Roxana Ciochina to attend. She mentioned that it was to help Roxana's students with undergraduate research. Cathy also mentioned that she had asked Nina and Marshall if Title III could help fund the keynote speaker for this year's SLAM.

#### *Plan for Action*

Essentially, the committee agreed to table the discussion of how to spend carry-over funds until a later date.

### **Outcomes Assessment**

#### *General Discussion*

Marshall reported that most of the departments had submitted outcome statements or at least drafts. He shared examples from the English and Psychology Departments and asked the committee for feedback on format. The committee agreed that formatting didn't matter as much as content.

Marshall also submitted two examples of curriculum maps for everyone to review: one option included institutional outcomes *and* program outcomes; the other option prompted faculty to record program outcomes *within* the framework of institutional outcomes. Further, the current curriculum map prompts faculty to identify their departmental emphases as H, M, L, 0 (High, Medium, Low, or none) for each outcome. Jason suggested that the maps might use ICE (Introductory, Continuation, and Expertise) as well.

Marshall mentioned that he had scheduled an assessment workshop for Friday, March 28 from 3:00-5:30 with Virginia Anderson who would work with the program review coordinators. Due to scheduling conflicts within the committee, Marshall also suggested that Virginia Anderson might come April 11. Walt advised that it would be critical for the coordinators to attend even if the advisory committee could not.

#### *Plan for Action*

Marshall will continue to work on developing the curriculum maps. The general template will be option #1 (maps will prompt faculty to map both institutional and program outcomes). Further, the template will prompt faculty to map their outcomes with regard to the ICE curriculum mapping model.

He will poll the program review coordinators to confirm which date they prefer to meet with Virginia Anderson.

Marshall asked everyone to be thinking about when to schedule Title III meetings next semester. The following days were given: Mondays at 8:45, Tuesdays at 3:00, Mondays or Wednesday s at 3:00. Everyone present agreed that Mondays at 3:00 was best if such a schedule worked for Cathy, Tom, and Jim. Marshall also mentioned that he was going to ask Diane to come to the next meeting on Tuesday, March 25 to talk about advising.

Meeting ended at 10:30.