

**INSTRUCTION COUNCIL  
MINUTES  
September 1, 2006  
9-10:30 a.m.  
101 Whitehurst Conference Room**

Present: Bruce Crauder, Cyril Clarke, David Thompson, Bob Davis, Ed Miller, Jeretta Nord, Mark Payton, Shiretta Ownbey, Bill Ivy, Pam Bowers, Rita Peaster, and Gail Gates.

**1. Excessive Absence Reports – Rita Peaster and Jerry Montag**

The Registrar's Office is moving excessive absence reports from paper to on-line. The paper form and instructions for on-line reporting will be sent to instructors, department heads and associate deans for instruction this fall. Beginning in Spring 2007, the reports will move exclusively to on-line.

**2. Discussion Section and Common Exam Scheduling**

Dr. Gates noted that a contract had been signed to purchase new class scheduling software. The new software is scheduled to be up and running by next fall. The software will interface with the existing SIS system. Dr. Gates also noted that the Registrar's Office currently has a policy mandating that lecture hours should be taught prior to discussion times. Members agreed that this policy should not be mandated and that classroom scheduling needs to be more efficient for better classroom utilization. The Registrar's Office will send out a list of common exam dates for members to review to identify exams with potential conflicts.

**3. Assessment of Diversity Learning – Pam Bowers**

The General Education Assessment Committee has been working this summer to develop an assessment of the general education goal related to diversity. A group of faculty identified desired outcomes and developed a rubric. Dr. Bowers handed out a flyer on an upcoming workshop on October 19<sup>th</sup> addressing diversity as a learning goal and asked members to distribute the flyer to their faculty. Dr. Bowers would also like members to begin thinking about entry level courses that all students are required to take and capstone courses that might include a paper to assess diversity. Faculty teaching diversity courses will need to be trained on how to facilitate discussions about diversity-related issues.

**4. Letter to Graduate Applicants – Mark Payton**

Dr. Payton handed out copies of letters departments prepared for graduate applicants. The Graduate College will send out on-line letters instead of paper letters when a student submits an on-line admission application. Please review these examples and provide feedback.

**5. Academic Integrity Facilitators**

Dr. Gates noted that she had good discussions with college Academic Integrity Facilitators but some indicated that they would not deal with students outside of their department. Gail encouraged members to talk to their faculty concerning the role of a facilitator. It was noted that Faculty Council will appoint members of the panel next year.

**6. Other**

Dr. Gates noted that Academic Affairs has extra Academic Integrity handbooks, Guides to a Successful Academic Career and Summary of Academic Policies if anyone needed any.

Adjourn: 10:30 a.m.