

Date: October 24, 2016

Time: 9:00 a.m.

Location: Neal Campus Kingman, Room 240, Meet Me x61101

Present: Michael Kearns, Carolyn Hamblin, Jennie Dixon, Ana Masterson, Jann Woods, Paula Norby, Fred Gilbert, Andra Goldberg, Bob Faubert, Michelle Brehmeyer, Stephanie Dieringer, Doug Bunn, Diana Stithem, Sonni Marbury, Rose LeFebrve, Shawn Bristle, Danette Bristle, Amy Curley

Absent: Jason Gee, Jennifer Woolston

Announcements:

- Dr. Kearns reminded council members to attend the EAB Presentation.
- Dr. Kearns announced that Jann Woods' interim placement as LHC Campus Dean will expire on June 30, 2017.

Important Dates:

October 25, 2016	EAB Presentation: Shifting the Enrollment Landscape
November 11, 2016	Veterans Day, College Closed
November 14, 2016	Graduation Applications Due
November 18, 2016	Governing Board Meeting, LHC
December 9, 2016	Late Graduation Applications Due
December 15, 2016	LATTE
February 6-7, 2017	HLC Visit

Professional Development: (All professional development presentations can be found [here](#))

Quiet: The Power of Introverts in a World That Can't Stop Talking

Key points of the presentation included:

- Western culture increasingly adopted an 'Extrovert Ideal' (Caused by big business, urbanization, mass immigration -Louder, bolder, effervescent & risk-friendly thrived), Culture of Personality v. Culture of Character
- **"Introverts are capable of acting like extroverts** for the sake of work they consider important, people they love, or anything they value highly" – Susan Cain
- Undervalued introvert characteristics: Strong contemplation & reflection, Heightened sense of empathy, Sharpened moral conscience, Think before they talk – yes!, Risk-taking aversion, Meaningful work, Productive
- Extrovert pitfalls: Enforced teamwork stifles creativity, Increased groupthink, Rush, reward "need"
- Over utilization of open office plans lead to: Reduced concentration, Lessened productivity, Impaired memory, Higher turnover, Increased illness
- Introverts: Learn by listening, Leverage their quiet – the power of presence, Manage uncertainty, persist; Stay with problems, May be more "in the know"
- Advice for introverts: Be well prepared ahead of meetings, gatherings; "Process" information before arriving; Be ready to speak up early; Demonstrated action is required; Schedule the quiet, reflective time "as intensely as you would a business meeting"

Standing Reports:

CSI: Continuous Strategic Improvement (Masterson and/or S. Bristle) Proceedings [here](#).

- Dr. Kearns requested confirmation that WAVE/JTED was being included in the K-12 teacher recruitment and retention discussions. Dean Masterson replied affirmative.

RPP: Risk, Policy and Procedure (Stithem and/or D. Bristle) RPP proceedings [here](#).

- Title IX Recommendations

Approved as presented. Procedural changes to be implanted effective immediately. Policy to be presented to Governing Board November 2016.

- Auxiliary Services Recommendations

Approved as presented. Procedural changes to be implemented effective immediately. No policy changes.

CASA: Curriculum, Academic Standards and Assessment (Norby) Proceedings [here](#).

- TRM052 – Course Package – **Returned for revisions**
- FSC112 – Course Retirement - **Approved**
- FSC243 – Course Retirement - **Approved**

Items for Special Attention:

1. Summer Bridge Update

Dr. Kearns requested that Campus Deans add Summer Bridge programs to the Dean's Council agenda in order to be prepared properly by summer.

2. FTSE Update (TABLED)
3. Instructional Management Report

Dr. Kearns requested a separate meeting with the Associate Deans present (Dieringer, Bunn) to review the submitted document.

4. Course Schedule Taskforce

Dr. Kearns instituted a course scheduling taskforce to develop written procedures and parameters about how MCC builds a course schedule. Michelle Brehmeyer volunteered to chair. Addition members will be: Andra Goldberg, Sharon Hanks, Stephanie Dieringer, Douglas Bunn, Diana Stithem, Bob Faubert, Bree Karlin, Rosemarie LeFebvre, a lead faculty (John Kitts), an allied health program director (Liz Briere), an advisor (Jennifer Smith).

5. AVANOO Professional Development Report

Human Resources Director Jennie Dixon reported that 30% of council members are not participating in the AVANOO professional development activities. Dr. Kearns reiterated that participation was mandatory. Several council members indicated that they were not aware they had been invited to participate.

6. HLC Updates from Writers

Due to time constraints, Dr. Kearns requested that each criteria leader meet with him individually.

7. Campus Advisory Councils

Dr. Kearns directed campus deans to initiate a “Campus Advisory Council”. Advisory councils should consist of a cross section of the community willing to provide advice and guidance about MCC’s impact in the community. Potential members (15-20) could include but are not limited to: business owners, teachers, corporate partners, city government, philanthropists, etc. Councils should meet once per semester. Deans should develop a rubric of questions (conversation starters) and provide a recorder for the feedback. Deans should review the potential members with the Office of the President prior to proceeding. The meeting should strive to be informal, casual and provide refreshments/meal.

8. ADA Processes

In response to continuing issues with compliance to ADA accommodations, the following measures have been added to the process: (1) faculty will now be required to acknowledge they received the notification of accommodation (2) in addition to acknowledgement, faculty will be able to request additional training or assistance if they do not know how to facilitate the accommodation. Dr. Kearns stressed, yet again, that ADA accommodations are NOT discretionary, they are mandatory. Faculty Council president Andra Goldberg suggested that letters be distributed in hardcopy via campus mailboxes.

Member Reports:

- Dean Marbury reminded council members that MCC does not hire employees who reside in the following states that have monopolistic workers compensation: Washington, Ohio, North Dakota and Wyoming. This is particularly important for distance education associate faculty hires.
- Dean Bristle requested increased if not open access for employees to the Informacast system.
- Danette Bristle reported that HLC will be collecting student survey between November 7 and November 16, 2016. Also, Campus Deans are responsible for updating their campus crime log and contacting Danette to update MCC's public crime log. Please remember that MCC does not only report crimes that have been reported to the local police. Any behavior that occurs that is criminal in nature must be on the report.