
Transition Team Meeting
August 14, 2003
Minutes

Present:

Terry Coleman
Mark Collins
Nikia Fletcher
Doug Hanuscin
Brooke Henwood
Rose Hughes

Bob Lewis
Penny Snyder
Dr. Paul Sukys
Susan Sukys

Members not present: Dr. Abrams, Dr. Grant, and Tony Woodard.
Visitor in attendance was Dr. Kafer from the Board of Trustees

I. Meeting Called to Order at 3:00pm

This meeting's agenda was distributed.

II. Attendance

Attendance was taken and Terry Coleman welcomed Dr. Kafer for her attendance.

III. Purpose of Meeting / Desired Outcome

1. Establish relationship between personnel and functions listed under general themes.
2. Create roadmap of chart showing relationships

IV. Review of Process Check

Sharon Miller took a few minutes to review the outcomes of last minutes process check. By looking at the results of the surveys, Sharon Miller commented that the Team was improving. The Team agreed that there was great energy, active participants, and mutual respect during these minutes.

V. Approval of Minutes

The minutes of August 7, 2003 were reviewed and amended. Terry motioned that the amended minutes be accepted, this was seconded by Dr. Sukys, and unanimously agreed upon.

VI. Report from Senate Subcommittee

Bob Lewis said that he felt there had been great advancements at this week's meeting. The subcommittee now had a bare bones structure, with good detail, that they could build upon. Susan Sukys reviewed the structure that the subcommittee had devised so far and this was positively accepted by the Transition Team.

VII. Discussion of Assignment

A. Homework Results:

“Roles of Learning Facilitator, Support Staff and Governance?”

Nikia Fletcher had received input from various members of the team and compounded this data into two different reports, of which copies were handed out to the team. The team was pleased with this outcome and took several minutes to interpret the data. Rose Hughes had submitted an entirely different way of her interpretation of the assignment, which was also handed out and discussed.

B. Discussion/Next Step

The following is what the Transition Team discussed in regards to the functions of a faculty member.

Academic Area

Faculty Member

Support/Advocate Learning

Specific Tasks

Teach Class

Create Learner Centered Class

Interdisciplinary Courses

Personal Development

Logistics (Supplies, etc.)

C. Plan on Paper

A written idea was submitted to the Team by Dr. Sukys after which a discussion followed. The next step is to be a list of areas of the college, in regards to staff, in which the team would have to determine their functions and processes. Following is the list:

Student Services

Financial Aid

CDC

Student Development (Advising – Admissions)

Institutional Advancement

PAC

IT

Business Services

VIII. Review of Upcoming meetings (Homework)

“Come up with and identify functions and processes to serve our students.”

IX. Upcoming meetings are as follows:

August 21st

August 28th

September 4th

September 11th

September 18 (presentation of results)

X. Meeting Adjourned at 5:00