

Curriculum & Instruction Committee
Minutes of February 19, 2014 Meeting Notes

Present: Jane Fitzgibbon, Paul Beavers, Karen Feathers, Zhengqing Hu, Joseph Rankin, Pramod Khosla

Absent with notice: Jennifer Beebe-Dimmer, Frances Brockington, Victoria Dallas, Fayette Martin, James Moseley, Jeffrey Potoff, Marsha Richmond, Thomas Simpson

Guest Speakers: Cheryl Kollin & Monica Brockmeyer

1. Meeting began at 3:00PM
2. Minutes of January 14 were approved as written.
3. The committee welcomed Cheryl Kollin (Interim) Director, Enrollment, Academic and Support Services, and Monica Brockmeyer, Associate Provost for Student Success, who were invited to discuss the current process for incoming transfer students.
4. Monica Brockmeyer explained that they are in the process of hiring new advisors that will deal exclusively with the transfer of students. One of the issues they have faced is that transfer students have not been as well advised upon entry as traditional students. This has resulted in some not declaring a major and being unaware of the university process. She further explained that Cheryl Kollin would be assuming responsibility for this.
5. Cheryl Kollin explained that the lack of advisors who had an understanding of transfer students' course work had created problems in the past. She noted that the new advisors will have the skill sets to ensure that no student fails in this area. Part of their responsibility is to reach out to both colleges and schools to ensure that transfer students are meeting the basic requirements when admitted.
6. In addition, she noted that there is now an office for "Transfer Student Success Center (TSSC)" located at the UGL that addresses a number of factors that include
 - a. Transfer credit evaluation
 - b. Academic advising
 - c. Connecting with your major department
 - d. Learning Communities, etc.They noted that though operational now, it was not anticipated that we would see the real benefit until the beginning of Fall 2014.
7. Monica Brockmeyer noted that in order to attract students to Wayne it was critical that we have a constant presence at the office site locations. As this would result in creating a relationship early with students thereby enhancing the chance that they would select Wayne as the choice of a four year college.
 - a. The committee noted that this was important as in the fall there are two new locations. Schoolcraft College and the new Macomb location @ 12 mile.
 - b. The committee did note that this has been lacking in the past.

- c. Another concern was that in some areas we are still admitting students that do not meet the 'pre-req' for a class but are under the assumption that the 'Macro Stamp' will give them entry to a class. This is an issue with transfer students from Macomb Community College and COM 3300, among others.
 - d. Cheryl Kollin & Monica Brockmeyer left the meeting.
- 8. The committee then revisited the issue of "On Line SET Evaluations". It was noted that there is expected to be a committee set up with representatives from the University and the Union to address the issue. However, as of this date (Feb 19) no names were noted.
 - a. Since the meeting, Jane Fitzgibbon has attempted to contact the Union to obtain names. No result yet.
- 9. Based on a general discussion it was recommended that the committee invite Mathew Ouellett to our next meeting to discuss some of the issues.
- 10. It was requested that the committee seek to address the issue of Faculty Credit Hours Equivalency. Karen Feathers pointed out that we should check with the Faculty Affairs Committee to see if they are addressing this issue.
 - a. Among the issues discussed were
 - i. How we calculate/evaluate load
 - ii. On line class vs. traditional
 - iii. Classes with high enrollment and labs
 - b. After the meeting Abhijit Biswas (Chair of FAC) said that this was not an issue they were working on.
 - c. This item will be tabled for future discussion.
- 11. Next meeting is targeted for March 19, pending the availability of Mathew Ouellett. Due to availability, next meeting was held April 1.