MINUTES OF INSTITUTIONAL ADVISORY COUNCIL MEETING
Friday, October 1, 2010 – 1:00 PM
Brandon Campus, BSSB 206/208

Present:

Brandon Campus: Nicole Bargeron, Denise Samide, Earl Paul, Paul Bishop, LaFran Reddin, Michelle Thompson, Krista Noren-Santmyer, Ryan Brown, Jenelle Davis, Jose Galvis, Jeff Fox, Debarati Ghosh, Mickey Reigger, Misty Vorder Bruegge

Dale Mabry Campus: Angela Mick, Anthony Buonaquisti, Chris Evangelista, Kellen Swain, Elizabeth Pusateri, Jody Ward, Jennifer Bess, Barbara Smith-Palinkas, Kimberly Gloster, Greg Miller, Brent Ellis, Bruce Bondurant, Lauren McNamara

SouthShore Campus: Judith Nolasco, Natalie Bisciglia, June Fishbourne, Peggy Gleason, Floyd Ballard, Matthew Williamson

District Campus: Mark Aruda, Kimberly Baker, Teshia Minnifield, Bryant Fayson, Bethoria Paige, Alfreda Bashir, Cedric Lewis, Kathi Stubbs, Dr. Atwater

Ybor Campus: Terry Varvil, Chuck Holmes, Beverly Ketcham, Steve Holub, Carolyn Kossar, Dave Liller

Plant City Campus: Tim McArter, Kristen Heathcock (Joseph Vorder Bruegge) April Robinson (Vien Truong), Tonni Bacoat-Jones

Speakers: Floyd Ballard, Margarita Ponce, Mark Aruda

Call to Order: Angela Mick called the meeting to order at 1:00 P.M.

Welcome: Misty Vorder Bruegge welcomed everyone on behalf of the Brandon Campus.

Pledge: Everyone stood for the Pledge of Allegiance.

Roll Call/Certification of Quorum: At roll call, Brandon and SouthShore had quorum. Dale Mabry, GWS-District, Plant City and Ybor did not have quorum. Later on Dale Mabry, District, and Plant City made quorum.

College President Report:

Dr. Atwater thanked everyone for the opportunity to address the group and provided this update:

- Congratulations to the SouthShore Center on having received the official designation of South Shore Campus by the State Board of Education.
- The President and cabinet members are gathered in an all-day retreat with information technology consultants with the purpose of identifying, discussing, and agreeing upon current challenges facing the implementation, support, and use of technology across the HCC district. Dr. Atwater is very excited about this project and encouraged the HCC community to be patient and become involved as we undertake this important initiative.
• Enrollment is up by 3%.
• Dr. Atwater advised that HCC’s Economic Impact Analysis was presented at the Board of Trustees meeting and a press release would be provided about this study.
• HCC sustainability efforts were highlighted in a recent newspaper article with a particular mention of the SouthShore Campus.
• Dr. Atwater hopes to see everyone at All College Day.

The following questions were asked:

*Is HCC considering offering baccalaureate degrees?*
Dr. Atwater stated that HCC will be offering baccalaureate degrees in the future on a very limited basis, but HCC will not be changing its name. He does not want to replicate the baccalaureate degrees that USF already offers. Dr. Atwater envisions a partnership between HCC and USF to fill the gaps created by the needs of the community that both institutions serve. To that end, Craig Johnson will be looking at options and working with Bob Sullins toward a suitable agreement between both educational entities.

*Do you have an update about the possibility of using Lennard High School for SouthShore evening classes?* Dr. Atwater explained that the SouthShore Campus has a dire need for classroom space in the evenings. Leasing the high school classrooms across the street for evening classes would be a positive investment of tax payers’ dollars. Dr. Atwater has approached Mary Ellen Elia, Hillsborough County Superintendent of Schools, and she is very optimistic about reaching an agreement between the school district and HCC.

*What is the latest information from the state legislature regarding our budget?* Dr. Atwater anticipates a flat budget or a budget cut from the state in addition to a reduction in stimulus monies. His goal is to keep people employed and to secure adequate funding to support our enrollment growth. With that in mind, he will present a special request for PECO (capital) funding when he meets with Rep. Will Weatherford next week. HCC has not requested PECO funding for major projects in ten years.

*Do you have an update about negotiations for staff pay raises?* We are still in negotiations with SEIU and we are hopeful that we will reach an agreement of a 2.5% pay increase, an amount that would allow us to keep everyone employed and maintain sound college operations. Dr. Atwater is confident that negotiations with SEIU will be concluded very soon.

The President is initiating an electronic newsletter in November to keep the college community informed about exciting things happening at the college.

Dr. Atwater concluded his report by thanking IAC and offering his continued support of its mission.
Approval of Agenda: Angela motioned to alter the order of the agenda to place Dr. Atwater’s report after Roll Call. The motion was seconded and passed unanimously.

Approval of Minutes: The September minutes were amended to add Dr. Atwater’s attendance and to reflect that District did not have quorum. Terry Varvil motioned to approve the minutes with the noted corrections. The motion was seconded and passed unanimously.

Guest Presentations: CITT Faculty Development Department - Margarita Ponce and Floyd Ballard
PDWS – Mark Aruda

Summary Margarita Ponce’s Presentation: The Center for Innovative Teaching and Technology (CITT) specifically focuses on faculty development, training, and instructional design to support faculty innovation, sound instructional practices and integration of technology into the classroom and learning experience of our students. CITT has two departments, Instructional Technology Services under the Direction of Chad Hyatt, and Faculty Professional Development directed by Celeste Fenton. CITT helps faculty looking for an innovative approach to teaching or needing help with a teaching or learning project. They provide and coordinate instructional design services and training opportunities for faculty to gain skills and knowledge in support of student success. Ms. Ponce’s latest project is AFOOM, an adjunct faculty online orientation module, to help adjunct faculty become acquainted with the college. She encouraged faculty to attend the All College Day workshop to provide feedback and evaluate this project. Ms. Ponce’s presentation provided a detailed power point tour on how to navigate the CITT website and access the myriad of services listed in every link such as webinars, faculty interests groups and online tutorials. CITT Interact, a blog service to foster faculty collaboration, will be coming out soon providing faculty the opportunity to work collaboratively by exchanging teaching and learning strategies. She encouraged faculty to explore and utilize the valuable resources that CITT has to offer by visiting their website: http://citt.hccfl.edu.

Summary of Floyd Ballard’s Presentation: Mr. Ballard’s presentation was about an online Managerial Accounting and a Financial Accounting course which had experienced a 70% withdrawal rate. At the instructor’s request, Mr. Ballard made an assessment of some of the problems causing this failure rate. One of the challenges was the method of presenting complex accounting techniques, which was too cumbersome for students to assimilate. To improve this area Ballard and the CITT team came up with new instructional design strategies to make the course motivating, intuitive, interactive and engaging for students. Online assignments were coordinated with reading assignments. Open forums were established for students to post questions about the course and reduce the need to email the instructor. An online orientation about the course, syllabus, and video clips were incorporated. Fun activities were added, such as jeopardy games to facilitate chapter reviews. A student evaluation component was also incorporated to find out how the course impacted the students. Student evaluation results
revealed that they were very enthusiastic about the index explanations and the lectures with the study guide videos. Others complimented the ease to follow the course content and compared it to a face-to-face class. Particular favorites were the videos explaining each section giving the courses a more realistic classroom setting. Mr. Ballard concluded that after three weeks of classes, 90% of students had an overall grade of B+ in these courses, an example of what CITT’s instructional design services can render for faculty.

**Summary of Mark Aruda Presentation – PDWS:**
Mr. Aruda gave a brief presentation about PDWS (Professional Development Workshop Services). PDWS focuses on providing professional development services to HCC staff. They offer online training in the form of tutorials, demos and webinars as well as instructor led classes, seminars and workshops. Classes can be customized to specific department needs. PDWS offers training in personal development, customer service, leadership, and information technology to name a few. Mr. Aruda asked for assistance in finding suitable classroom space to bring more training opportunities to the campuses. He also requested assistance with the distribution of a survey seeking staff input about training ideas. Angela will send the survey link to the entire group. He invited everyone to take a look at the PDWS website (http://pds.hccfl.edu) and take advantage of these valuable training resources.
It was recommended to bring this presentation to the various CACs. PDWS will have a table at All College Day.

**IAC Chair Report:** Angela reported on the following:

- Three of the Ad-Hoc committees have been formalized:

  **The Inter-campus Communications Committee** nominated a chairperson. With centralizing communication as one of their goals, they want to identify all the different committees at the college and include their information on the college’s website.

  **The Student Voice and Perspective Committee** elected their chairpersons. Their goal is to promote unity among the campuses regarding student voice. They discussed the prospects of creating one Student Government across the district to bring students together as opposed to having individual SGA groups on each campus.

  **The All College Day Committee** elected “Oneness” as this year’s theme. Angela thanked all that worked so hard recruiting people and submitting proposals. With close to a 100 breakout sessions planned, a record number for ACD, the Plant City Campus is working on finding the number of classrooms needed. She is looking forward to an exciting day filled with a great mixture of professional development and fun activities.

Once All College Day is concluded, she added, we can start focusing our attention on the Fiscal Responsibility and the By-laws Revision Committees, as well as establishing the secretary position.
• Tim McArter has developed a really good speaker agenda for the year. The schedule will be posted on the IAC website. The IAC website will be more interactive in response to the feedback and suggestions received last year. Dionna Doss trained Angela to update the website to include presentations, agenda, minutes and any other information of special interest. Dionna has offered her assistance to CAC chairs needing technical guidance updating their websites.

Campus Advisory Reports:

• **Brandon** - The Brandon student clubs will have flyers with their information handed out at student orientations. The Health Pre-Professional Organization (HPPO) club is trying to extend their membership to other campuses, and have recruited the assistance of math and science teachers to disseminate this information. Thanks to LaFran Reddin the recycling posters are up on campus. The Brandon CAC will have a team at this year’s Heart Walk. They collaborated with SGA at their Student Welcome Back Bash, where a survey was distributed to get student feedback about services they would like to see improved.

• **Dale Mabry** – The Dale Mabry bookstore has been remodeled. The tennis complex was refurbished, scaling it down for younger kids to learn the game. They thanked their SGA for providing some funding for interior projects. A pavilion is also being built. The Dale Mabry CAC recommended setting time limits for presentations at the IAC meetings, with the exception of the President’s report, to allow adequate time for all agenda items to be covered.

• **District** – District reported that they have two new members. They announced the FACC representatives at their September meeting. They are working on the issue of not having food except for the vending machines. They will be hosting a Welcome Reception for Dr. Atwater next week and a presentation of their CAC accomplishments. In addition, they will be working on a community project collecting food items for the Metropolitan Ministries during the Holidays.

• **Plant City** – The Plant City SGA sponsored a Business Etiquette seminar in September. They are also planning a camping trip and a hunting event in October. The Hispanic Heritage Festival is scheduled October 15. They also discussed the questions for the Family Feud game at All College Day. Their recycling program is a continued success. Plant City is also working on ways to improve/expand their ink cartridges recycling.

• **SouthShore** – The SouthShore CAC discussed creating a student writing contest each semester and forming a CAC committee to evaluate the entries and select the student winners in the various categories. They are also planning some fund raising activities and reported that their recycling program is in progress. Some of their members are already involved in Ad-Hoc committees, such as All College Day, By-laws Revision and Inter-campus Communications. They discussed the topics addressed by Dr. Atwater at the September IAC meeting including creative suggestions from the SouthShore Campus regarding energy conservation.
- **Ybor** – Ybor reported that they have three new councils: the Campus Planning, Learning Council and a Forum. The Campus Learning Council will recruit faculty to become mentors to new faculty. The Campus Planning Council is dealing with the issue of the lack of space as a result of campus growth and new facilities. Their recycling program is up and running.

**Hearing of faculty/staff/students:**

- A faculty member brought up a concern about the enrollment capacity in his online courses being set at 40 students as opposed to 35 in traditional courses. He wants to know the rationale behind this inconsistency.

**Adjournment:** Angela thanked the Brandon Campus for their hospitality and the food and motioned to adjourn the meeting at 3:20 PM. The motion was seconded and approved by all.

*Notes taken by:*

*Maria Muniz, Executive Staff Assistant*

*Brandon Campus President’s Office*