

Minutes
College Learning Council
October 2, 2003

Meeting called to order at: 2:35 pm

Meeting adjourned at: 4:40 pm

Members Present: Tom Adams, Lisa Armour, Aida Diaz, Tracy Edwards, Tim Grogan, Michael Hooks, Sonya Joseph, Michael Shugg, Sharon Sorrough, Rose Watson, Silvia Zapico

Member Absent: Paula Gastenveld

Council Staff Present: Esa Frazier, Louise Pitts

Guests: John Centko, Daniel Dutkofski, Kathy Hauser, Gaby Hawat, Cheryl Robinson, Joyce Romano, and Joan Tiller

Action Items

Minutes: The CLC approved the minutes from the September meeting.

Welcome: New council member Sharon Sorrough was welcomed to her first meeting.

SPD Fund Requests: The Council reviewed and approved requests submitted by Linda Anthon and Amy Bosley.

Discussion Items

Program Review for Building Construction Technology, Drafting & Design Technology, and Civil/Surveying Engineering Technology:

Shannon Hellard, Program Director, shared highlights of the program review and took questions from council members. Shannon reported that a career advisor has been hired to support the program. He stated that another full-time faculty member is needed, as there are currently only two full-time faculty members for all three areas. Shannon and his colleagues were commended for their work and the council accepted the program review.

Program Review for Environmental Horticulture:

John Centko, Program Director for the Environmental Horticulture program, shared highlights of the program review and took questions from council members. John noted that a request to the Curriculum Committee is planned to update course names. Joan Tiller added that we hope to partner with Palm Beach Community College (PBCC) and others in proposing a Technical Certificate program for Environmental Horticulture. The program is now part of AGROW; a National Organization. John was commended for his work and the council accepted the program review.

Dual Enrollment Report: Joyce Romano presented a final report on the Dual Enrollment Initiative, an action item assigned to the CLC. The CLC accepted the report and concluded that the associated action item would be considered completed. Joyce and team were thanked for their excellent work.

Bookstore Review Progress Report: Dan Dutkofski presented a progress report on the bookstore review. He reported that his team has identified two policies that apply directly to the bookstore. Bill Mallowney has recommended that these outdated policies be eliminated. The work team has suggested that they be replaced with a restatement of relevant guiding principles as well as procedures that address selecting, ordering, and selling educational materials for use in the learning environment.

Dan presented an outline describing necessary processes and proposed a timeline to accommodate the processes and maintain underlying principles.

The CLC's suggestions were that

- in the short term, a flyer regarding the availability of E-bookstore be included in student orientation materials,
- faculty consider cost to students when determining the number of books needed per course (two textbooks per course could be used as a guide, but flexibility is needed),
- a student focus group be formed to gain feedback from students related to bookstore operations, and
- Tom Powell be included in a discussion of business practices related to the bookstore.

Dan will provide an update of the work team's progress at the January meeting of the CLC. The team's interim report was accepted by the council.

Assessment Task Force: Cheryl Robinson proposed that a group be formed to examine assessment tests currently used for student placement and consider additional tests to improve placement. The CLC recommended that an academic dean be added to the membership of the group and approved the proposal.

Deferred Discussion Item: Members were asked to review the CLC bylaws for discussion at the November meeting.

Final Order of Business:

The final order of business was a presentation made to Dr. Michael Hooks for his outstanding work on the council. Tracy Edwards presented Dr. Hooks with a token of appreciation from the council. He was commended for his many years of leadership in improving learning at Valencia Community College.

Next Meeting:

The next CLC meeting will be Thursday, November 6, 2003, at the East Campus (3-108E).