COLLEGEWIDE DEANS OF INSTRUCTION MEETING
July 1, 2015
Minutes

PRESENT: Deans of Instruction: Dr. Bobbi Barends, John Buckley and Dr. Kathy Friel; Vice President for Academic Affairs, Stephanie Smith; Associate Vice President for Academic Affairs, Dr. Kim Joyce, Assistant to the Vice President for Academic Affairs, Julie Fedele

OTHERS PRESENT: Vice President for Institutional Effectiveness, Dr. Judi Sciple; Assistant Vice President for Development, David Morris; Assistant for Curricular Integrity, Linda Fantini; Associate Vice President for Information & Instructional Technology, Dr. Rick Kralevich; Director of the Center for Creative Instruction & Technology, Dr. Catherine Lombardozzi; Assistant Vice President for Student Affairs, Dr. Joanne Damminger; Deans of Student Affairs, Dr. Melissa Rakes, Jennifer Pires, Dr. Regan Hicks-Goldstein; Instructional Designers, Dallas Hayes, Sara Stephens, Radhika Prout; Math Dept. Chairpersons, Michelle Garey, Darlene Winnington, Dr. Kim Gregor, Dr. Kathy Vezmar, Developmental Studies Instructor Coordinator, Lynn Wajda.

1. Matrix Area Funding Priorities and FY16 Grant Priorities

Dr. Judi Sciple and David Morris joined the Deans of Instruction, the Deans of Student Affairs, and Dr. Joanne Damminger to identify grant priorities for FY16. The list will be presented to Ad Hoc in August. Dr. Sciple asked the Deans to maintain a campus list of priorities for easy reference.

The Deans of Instruction identified the following priorities: credit for prior learning including professional development and database; professional development and support for the work based learning initiative; supplemental instruction infrastructure development; new academic program development support such as equipment (possibilities, for example, include Fire Science, Avionics, Unmanned Ariel Vehicle Maintenance); and campus centers for adjunct faculty to complete work, collaborate, and meet with students.

Student Affairs agreed to provide additional detail for the following priorities as well as for International Education. Their list of priorities for grant funding includes: support equipment for students with disabilities and professional development; increased technology related to support advisement; student employment support; diversity programming – including mentoring and possibly a multicultural center; athletics/recruiting – campus visits transportation; veterans and service members service center; Career Services enhancement software; transfer out services; international education support; middle school outreach; recruitment; student leadership development; VAWA/campus safety; extracurricular arts program (music/art).
Dr. Sciple shared Workforce Development’s priorities that were identified at a previous meeting and may be relevant to Instruction: youth camps (with emphasis on STEM camps for girls); “Upstart” for small businesses; environmental training center in New Castle County; cyber security training; new healthcare programs; craft brewery industry; mobile services for potential clients; staff to develop and monitor work based learning experiences and job placement; funding for staff and software to track credit for work and life experience; implementation of I-Best model; pilot of supplemental instruction for non-credit programs, data analytics software such as Civitas; professional development for or an academic counselor position to advise students about non-credit programs.

IT priorities identified at a previous meeting include: a multimedia center; a one-touch studio at each campus; standard information security curriculum to train faculty and staff to protect college systems; cyber threat assessment consulting for IT team; funding for ISY or CIS internships within IT division for graduates of our programs; updated computer and software for ISY program. The Deans of Instruction reiterated the need for a product to connect classrooms across the state (ie: Adobe Connect).

2. **CCIT Topics**

**Collaborative Course Reviews (CCR)**

Dr. Catherine Lombardozzi, Dr. Rick Kralevich, Sara Stephens, Radhika Prout and Dallas Hayes, joined the Deans to discuss the Collaborative Course Review process and criteria. Enhancements made and in process were reviewed. The CCR is currently focused on distance education offerings, but will be slightly revised for face-to-face courses.

**Blackboard Usage Requirements**

Some faculty members are still not using Blackboard in a meaningful way, and both faculty and students continue to be confused by the grading center. Dr. Lombardozzi and CCIT representatives will meet with the Deans and DOSA (regarding SSC 100 instruction) in August to further clarify the minimum usage requirements. Effective use of Blackboard and minimum usage expectations will be emphasized at the Academic Summit and Innovation Conference.

**Accessibility**

CCIT is working on a Webpage of support materials for faculty to help them make their classrooms more accessible to all learners. The College needs to better implement universal design principles. Additionally, all syllabi should have an accessibility statement. Sara Stephens volunteered to review language and ensure that proper language included in syllabi and catalog.

(*Accessibility in this sense applies to more than accommodations for disabilities; it includes use of teaching strategies that address different learning styles, preferences, and needs to facilitate student success.*)
May 2016 Academic Summit

The Deans agreed to hold the Summit on Thursday, May 26, 2016. Julie Fedele will schedule the space needed to accommodate all faculty.

BIO 120 Redesign

The Deans, Dr. Joyce and Mrs. Smith discussed the proposed revisions to BIO 120, which were initiated as part of the College's course redesign work to increase student success through alignment, improved curriculum, and high impact instructional strategies. They discussed the redesign team’s proposal to add a Chemistry pre-requisite to BIO 120 and do not support this proposal. The Deans, Dr. Joyce, and Mrs. Smith, concerned about the broader impacts of moving the chemistry pre-requisite from Bio 121 to Bio 120. These courses have continued to be offered as 5 credits, at least in part, because the Deans have accepted the chairpersons' thinking that they needed to include some review material that would typically not be included.

They also agreed that the course redesign needs to move into the next phase of work to impact the success rate by evaluating, redesigning, and aligning the instructional strategies and assessments. To expand faculty involvement in curriculum development and revision and to get new perspectives, they appointed Laura Bianco, Joe Rineer, Fred Noubani and Sandy Taylor to work with Radhika Prout, under Dr. Catherine Lombardozi’s leadership to complete the full redesign BIO 120.

Dual Enrollment

There have been challenges with providing ongoing Blackboard access to high school teachers and students in dual enrollment courses because course length spans the academic year rather than being confined to one semester. Rob Wiltbank, IT Director of Applications and Web Services, has been asked to review options to find a resolution that will work properly when Banner XE upgraded is completed. Dr. Lombardozzi will be leading a team to review Mr. Wiltbank’s recommendations and develop a plan for implementation. Bobbi Barends will represent the Deans on the team.

In addition, it was clarified that high school teachers instructing dual enrollment courses do not need to complete a DTCC new hire packet through Human Resources in order to be assigned a DTCC email or receive access to Blackboard and Banner. These instructors’ qualifications to serve in this capacity is vetted by the appropriate Department Chairpersons and approved by the Dean, but they are not compensated by Delaware Tech for their instruction. The $200 stipend to support the high school teacher’s collaborative work with DTCC is provided directly to the school districts via the Campus Business Office; it is not paid by DTCC to the high school instructor. This arrangement is part of the approved dual enrollment model.

IT is creating a fillable PDF that high school instructors will complete and submit to the Campus Office of Instruction. The Office of Instruction will submit the information for
processing to IT and a Banner, email and Blackboard account will be created for the high school instructor. The Campus Office of Instruction will annually audit high school instructor access and add/delete individuals as needed by submitting appropriate documents to IT.

The Deans agreed that there are many steps and processes that go into establishing and executing dual enrollment agreements and, therefore, the steps in the workflow with assigned responsibilities needs to be documented to ensure collegewide consistency, increase efficiency, prevent problems, and smooth communications with school districts. Bobbi Barends agreed to draft the dual enrollment workflow.

**Manufacturing CTE Pathway**
Dr. Kralevich offered to facilitate an update meeting for internal and external stakeholders on the Manufacturing CTE Pathways now that the curriculum is complete. The Deans agreed that it would be more beneficial for internal stakeholders to attend. Dr. Kralevich will follow up with the faculty to see if they would like to have an update.

3. **General Education Description**
The Deans discussed feedback from the English Chairpersons and finalized the general education description. Ms. Fedele will add it to the *College Catalog* and provide it to Dr. Sciple and Adrian Wade for addition to the general education program web page(s).

4. **Standing for Quarter Courses**
The Deans discussed the decision to no longer accept DTCC quarter course credit toward degree completion in light of the decision to remove age limits on general education courses approved for transfer into DTCC. The over-riding issue with the use of quarter courses to satisfy degree requirements is that we know their content and the knowledge/skills they developed in students is no longer equivalent to the current courses that replaced them. Mrs. Smith will draft guidance to clarify the issue in Curriculum Guidelines.

5. **SI Pilot**
The Deans discussed the next steps for the Supplemental Instruction pilot. Courses to offer SI for will be determined at the July 9, 2015 DOI meeting. The Deans also reviewed and modified the Supplemental Instruction Campus Coordinator job description to be posted in August.

6. **MATH Redesign**
The Math Department Chairpersons/Developmental Math Coordinator joined the meeting to discuss the MATH curriculum re-design. The redesigned curriculum, which provides math courses for five program tracks which are arithmetic or algebra based, eliminates content overlap/redundancy, provides a smooth transition from course to course, enables acceleration, and most importantly, meets the mathematical needs of our programs and students. UD, DSU and Wilmington University been provided with the
revised syllabi for their review and comment to preserve the articulation agreements. The course numbering system has been modified to reflect the increased difficulty-level of the courses. The Deans, Dr. Joyce and Mrs. Smith expressed their appreciation to the Department Chairpersons/Coordinator and to Sara Stevens, Instructional Designer, for their research on high impact and promising practices, their collaboration with all the program department chairpersons, their fresh thinking, and the exemplary product they have developed. The group discussed remaining issues to settle such as the best way to provide MAT 005. The Chairpersons will inform the Deans regarding the results of further information they are gathering. The proposed implementation plan that requires, for example, updating course pre-requisite logic in Banner needs to be reviewed with all those involved (Registrars, IT staff, etc.) Dean Buckley will convene a transition team to facilitate the implementation plan.

The new courses are proposed to begin in Fall 2016. The Math Chairpersons would like to provide a half day training on the new curriculum in Fall 2015 for all Department Chairpersons, Learning Strategy Coordinators, and Academic Advisors. This training is tentatively scheduled for September 25 from 9:00 -12:00 at the Dover Campus.

| 7. | **Revisions to Department Chairpersons, Instructor and Adjunct Evaluation Forms**  
The Deans provided their suggested changes to Dr. Friel, who agreed to compile input for review at the August 12, 2015 DOI meeting. |
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| 8. | **Update Middle States DOI Recommendations Forms**  
The Deans reviewed and updated forms 1 of 5 and 3 of 8 and emailed them to Dr. Sciple. |

Next Regular Meeting: July 9, 2015, OOP Boardroom