

## Florida Community College at Jacksonville Strategic Planning Council Meeting Notes November 30, 2004

**Members present:** Edythe Abdullah, Richard Bailey, Bill Barfield, Steve Bowers, Barbara Darby, Duane Dumbleton, Michael Edwards, Don Green, Evelyn Mobley, Whitney Pritchard, Phyllis Renninger, Deborah Reynolds, Brenda Simmons, Carol Spalding, Steven Wallace, Norm Will, Takeeia Williams

**Members Absent:** Chris Arab, Laura Jeffries, Susan Lehr, William Mason, Rob Rennie, Reta Roberts, Judy Washer, (3<sup>rd</sup> career employee council designee)

**Staff:** Ida Brown, Dennis Lewis

**Representatives:** Eddie Christianson for Rob Rennie and Dan Richardson for Chris Arab

**Guests:** Presenters and their collaborators

**Budget Summary:** Current available fund balance: \$933,629

### **Initiatives:**

#### **Academic Program Follow-up Call Center, North Campus Request \$7,780**

Don Hughes, Director, Nassau Center, presented this request for funding to hire a consultant to develop intake forms and coordinate follow-up contacts with people who attend campus Open Houses for limited access programs. Attendees who are not accepted into the program will be offered advising on other options available through the College. Funding will also cover the cost to purchase telephones to set up a phone bank, a laptop for online intake at the campus Open Houses, and supplies. This program dovetails and evolves with the current EMAS system providing a model for expansion to include personalized phone calls. The consultant will coordinate the activity; develop intake forms; and train student ambassadors, students, and other volunteers assisting with the phone bank. It is expected that the program will create a model that can be used on any campus.

This program supports College Goals Two: Optimize access to and participation in College programs, Three: Elevate "customer service" to a level unsurpassed in higher education, and Four: Respond quickly and effectively to the human resource needs of employers.

**Council action:** Funding approved at the requested amount.

#### **Computerized Testing for Nursing Students Request \$78,668**

Dr. Diane R. LaRochelle, Director of Nursing, North Campus, presented this request for funding to hire a consultant to work with nursing faculty. The consultant will teach faculty test construction, how to write critical thinking questions, curriculum analysis, mapping and content, and to provide a blueprint for test construction and development of computerized tests. This proposal would also fund the administration of computerized NLN Critical Thinking Tests and the conversion from ERI prep testing to HESI prep testing.

This program supports College Goal Two: Optimize access to and participation in College programs.

**Council action:** Funding was approved @ \$40,000 to cover consultant fees. Dr. Wallace stated that he would work with Dr. Darby to secure funding on the NLN Critical Thinking Tests and subsidize the cost of ERI conversion to HESI testing from other sources.

**Federal Government CWE Course Development  
and Implementation Phase I**

**Total requested \$96,102**

Bruce Brunson presented this request for funding to hire a consultant to develop curriculum for a series of continuing workforce education (CWE) courses to be offered to military personnel for non-credit certificates for basic courses in Acquisition, Logistics, Contracting, and Project Management.

This program supports College Goal Two: Optimize access to and participation in College programs

**Council action:** This item was removed from the agenda. The College is just beginning a process that will determine how business and service opportunities are funded. This process is called the CWE Capitalization Process design headed by Dr. Will.

**PDA Delivery Pilot Program for the U.S. Coast Guard**

**Total Request \$41,509**

Bruce Brunson presented this request for funding a pilot program to test PDA delivery of courses. The courses selected, English Composition I and Criminal Justice, now exist as online courses and would be converted into PDA delivery format. The funds would also support the development of a template and conversion methodology that will support future conversions.

This program supports College Goal Four: Respond quickly and effectively to the human resource needs of employers.

**Council action:** Funding as requested with the notation that some of the funds must cover FCCJ IT Resource support.

**Workforce Adjunct Instructor  
Online Training and Support**

**Total Request \$19,100**

Dr. Elizabeth Davis, Kent Campus, presented this request for funding to develop a single-source, comprehensive web-based program for adjuncts to become better instructors, with web links to other sources. The adjuncts will have 24-hour access to the web page with links to the Human Resources, FCCU training sites, and other resources.

Their approach is to first do an assessment to determine what the needs are. Based on the findings, they will develop training components (utilizing resources that are already made available through FCCU and the Center for Advancement of Teaching and Learning, where possible) to include topics such as assessment, lecture presentation, FAQs, teaching techniques, and course organization. This will address the concerns of Workforce adjunct instructors who often come to the College with limited or no teaching experience. The project is designed to

start with Workforce adjuncts but will have the potential to be available collegewide. Dr. Will suggests the training could be expanded to include Liberal Arts faculty.

This program supports College Goal Five: Enhance Institutional performance and accountability

**Council action:** Funded as requested with notation that they consider designing this in a way that would be relevant and useful to all adjuncts. The President advises that this is a request, not a requirement, even if the developers have to come back to the council for a little more money to create a second version for liberal arts adjuncts.

**Room Reservation and Event Management System** **Total Request \$35,000**

Ernie Friend presented this request for funding to hire a programmer to develop a Room Reservation and Event Management System that will provide a web interface that will work within the Artemis environment. Currently, there are two methods available, ORION screen and Artemis. We've made great strides in Artemis; this is one more of the cutting-edge technologies within the College's web interface capabilities. The system will save time, cut back on steps necessary to do room searches, add special facility requests to the room reservation, save a few minutes for every course we encode, and become easier because we will have drop-down boxes within a web interface. Campus centers reserve many rooms. They would like web-enabled functions that free up time. Reporting is critical getting information out of ORION regarding class utilization. This system would automate the reporting capability. The required software is in use right now.

This program supports College Goal Five: Enhance Institutional performance and accountability

**Council action:** Funded as requested.