

## Academic Meeting Minutes

November 6, 2017

Joell, Lisa, Cheri, Bronwyn, Kassie, Jen, Donna, Maggie, Rita, John

### A. Old Business

#### 1. PSEO (Lisa)

a. Meeting is 11/6 at 5:30 pm in the Great Hall

b. Joell, Emily and Lauren will present.

Spanish department will be presenting their curriculum as well.

Will Spanish be talking about the PSEO portion? Yes.

Are you auditing it? Not a possibility due to the necessity of enrollment.

#### 2. Education Policy (Cheri)

616, 601, 603,

Major work is done on 616. Tracking student progress could be done with MAP testing.

Researching cost.

Developing the Local Cycle and the timeline. A continuous improvement practice should be in place.

Meeting this Thursday in room 10A to review our curriculum review process.

#### 3. Credit Recovery (Noelle)

Noelle not here. Lisa had the experience of a student who took a course for credit recovery and passed, but is now not passing the course at MSA due to the lack of rigor in the credit recovery course.

#### 4. WBWF (John)

Meeting every other week. Deadlines before the meetings in December of a summary of how we did last year. We've identified goals and how we will measure them.

### B. Continue to create and review Academic Calendar (Lisa and Cheri)

#### 1. We are working to add the Education Policy objectives to the calendar as well.

We added elements to the calendar from policies 616 and 601. We'll need to do pd based on our scores from last year. Between April and fall we need to figure out our weaknesses and base the pd on that.

#### 2. Departments will need to create a list of electives at their December meeting - to turn into the office by the middle of January. Will they have all of the information that they need?

Joell has been working on instructions. Would it be helpful to have anticipated enrollment?

Joell will provide a timeline for the data she needs and share it with the staff.

It's difficult to know this for the departments unless we have the numbers.

Joell wants to put together a scheduling timeline.

John sends out an email to the department heads for items that should be discussed at Department meetings.

Should Art still tell Joell what they will be offering? Yes.

Teachers have requested different times for their courses, but this makes the the schedule more difficult to figure out.

### C. New Business

1. Professional Development Task Force? (Lisa)

We need people to join this task force to work with other task forces to look at the test results to look at what needs to be done to improve test scores. Meetings will be April, May, and June.

2. Other?

There are many students taking online courses. They are struggling with the time management aspect of the courses.