



Cooperating Raleigh Colleges

CHIEF ACADEMIC OFFICERS COMMITTEE MEETING

Monday, Nov. 6, 2017, 3 p.m.

William Peace University

Main Building, Williams Board Room, 2nd floor

Committee Chair/Host—Charles Duncan

In attendance: William Peace University—Charles Duncan, Vice President of Academic Affairs; Saint Augustine's University—Yvonne Coston, Provost; Wake Technical Community College—Sandra Dietrich, Vice President, Curriculum Education Services & Chief Academic Officer; Shaw University—Renata Dusenbury, Vice President for Academic Affairs; CRC--Jenny Spiker, CRC Director

Introductions and welcome—Charles Duncan welcomed the group to William Peace and asked everyone to update us on key projects on his/her campus.

Yvonne Coston, Saint Augustine's

- She said they were starting registration today for spring semester and celebrated Homecoming last week.
- She talked about a number of issues relating to SACS as they are in a special 5th year response to SACS accreditation. They are documenting financial stability with a special committee and she said they are looking for insight about how to document the adequate number of faculty. Several people said they too aren't quite sure how to document adequate faculty for SACS.
- When asked her academic field, she said it is mathematics.

Renata Dusenbury, Shaw

- She said Shaw has also looked at the ratio of faculty members to students and compared them to other institutions.
- She said that she had worked previously at Saint Augustine's and Shaw too just had their Homecoming.
- She said they are preparing for pre-registrations and their 5th year SACS deadline is coming up.
- They are having a hard time finding adjunct faculty.
- Her academic field is genetics.

Sandy Dietrich, Wake Tech

- She said their classes went live for registration this week.
- They too struggle with faculty-student ratio for SACS. It's hard to interpret full-time vs adjunct faculty. They try to keep classes small (1-30 ratio)
- She said Wake Tech now has close to 700 faculty (66% full-time)
- One of their concerns is that students need services that adjuncts can't provide.
- The discussion brought up the requirements for someone to be hired as an adjunct and Renata said at Shaw adjuncts have to have 18 hours minimum beyond bachelors in the field they teach. At Wake Tech they can count associate degrees for those who teach associate degree courses.
- She announced that Wake Tech's newest campus at Research Triangle Park is opening in the spring.
- She asked if others require distance education students to have proctored exams, and Charles said yes for William Peace.

- Her academic field is business.

Charles Duncan, William Peace

- He said this is their first year for working on a strategic plan and they started registration today.
- His academic field is English and he has been at Peace almost 19 years on the faculty, and he is starting his third year in his current position.
- He said they lost half of their faculty several years ago.
- WPU enrollment is now 780 day students and 250 are in adult education courses which are mostly online.
- He and Renata both said they think seating classes are declining because more students want online courses.
- He asked them to say how many people report to them: William Peace--16; Saint Augustine's—7; Shaw—9 and Wake Tech—all the chief campus officers and others

Updates on current/recent CRC projects—Jenny Spiker

- **Staff professional development workshops and new committee involving faculty professional development.** Jenny told them about the new and successful workshop last July that targeted staff members new to higher education roles. She pointed out the program in their packets. The committee is now planning another workshop for this summer. A group met May 10th to explore also doing more collaboration for full-time faculty development. She pointed to the notes from that meeting with many ideas for collaborative projects. When she asked if they thought it would be a good idea to do CRC workshops for full-time faculty development, they agreed it would be.
- **Adjunct (non-tenure-track) Professors Professional Development Project.** This project continues and a workshop on active learning was taking place at 5:45 p.m. that day.
- **Emergency Management project.** She pointed to the sheet in the packet about the latest emergency management/security session on benefiting from a crisis intervention team that took place last June. She told them about how the colleges can use equipment from a warehouse run by the County and said she'd send the information about that to them.
- **Entrepreneurship committee.** On May 25th a group got together from all the colleges to share information about various entrepreneurship programs and projects on the campuses. She shared the notes from that meeting and said they are planning another meeting and asked them to suggest others who may want to participate.
- **Librarians workshop.** She pointed to the program in the packets from this summer's 10th annual library workshop.
- **ADA coordinators.** This group met for the first time last spring, but the attendance wasn't complete so they are planning another meeting.

Discussion Topics

- **Academic software.** Charles asked what programs the colleges use for information, etc. on courses and other academic information. Several use Blackboard (Saint Augustine's and Wake Tech), and Shaw and William Peace use Moodle. Wake Tech is also using Canvas now.
- **Training for online course teaching.** Sandy explained that Wake Tech faculty must go through online training to teach online courses and students have to take an online exam before taking any online courses. She said you can find training for online teaching from online sources.
- **Professional development requirements.** Wake Tech requires 30 hours of professional development training for all faculty and 20 hours for all staff. Saint Augustine's has required faculty institutes.

- **Competency-based education.** Wake Tech is launching that program in January. It will let students work at their own pace instead of by classroom time, and it brings up all kinds of issues about learning and teaching. Four community colleges are piloting this approach to courses. Sandy said it is supposed to be especially helpful for adult learners.

Groups To Get Together. The members said the following groups would be good to convene this year:

- **Retention and First Year Experience leaders**
- **Articulation agreement coordinators**
- **SACS liaisons**
- **International studies leaders**

--Submitted by Jenny Spiker