

**Fox Valley Technical College**  
**LEADERSHIP FORUM MEETING**  
**PART A**  
**Thursday, April 21, 2011**  
**12:30 p.m.**  
**Board Room**

Members: Leslie Day, Robert Day, Donna Elliott, Jerry Eyler, Patti Jorgensen, Chris Matheny, Susan May, Jill McEwen, Betty Meulemans, Patti Mijal, Bobbi Jo Propson, Carol Radtke, Jean Reed, Jim Reinke, Brenda Stern, Terri Trimbell, Pat Robinson, Steve Schneider

Unable to Attend: Donna Elliott, Susan May, Jill McEwen, Bobbi Jo Propson

Guests:

Facilitator: Pat Robinson

Recorder: Shannon Helms

**Celebrations:**

Betty Meulemans shared that the Quarter Century Club dinner occurred last week, with 72 attendees and 3 new inductees.

Troy Kohl shared that Microsoft Office 2010 will be rolled out starting on May 1. All computers will be upgraded by June 1.

Steve Schneider asked for an update on the status of the budget. Amy Van Straten shared that all of the cuts were entered into the system and the budget is balanced at this point.

**Executive Team Summary:**

Carol Radtke questioned what the gist of the CFCU partnership topic was. Patti Jorgensen shared that a group of FVTC and CFCU representatives are planning to come together to develop measurable outcomes as to what each party wants from the relationship. A more robust partnership hopefully will come from that.

*Program Preparation Coursework*

Chris Matheny shared that the program preparation coursework will help prepare students who are entering programs to be more successful. Nearly 70% students were going through GOAL. Given budget constraints and with that level of student involvement, a move has been made from GOAL to credit-bearing coursework and pre-

requisite requirements with associate degree program preparatory coursework were changed. Entry into GOAL coursework for new applicants will be stopped. The new coursework is financial aid-able. The pre-requisites will now be on the course level, rather than program level. Chris added that the courses are offered and authorized at the WTCS level as three-credit courses. The implementation plan is to move this into production this Fall and evaluate whether or not the three-credit option is valuable. It may need to be adjusted to one- or two-credit chunks.

Bob Day questioned whether there was communication sent out to students who still need to take GOAL courses. Patti Jorgensen stated that there are a handful of people who need GOAL, and the idea is to discuss this with them one-on-one. There are some people who are happy they can take the courses in the classroom, and there are some who will be disappointed that they have to pay for the courses now.

Steve Schneider questioned whether or not adding the three-credit course would affect the amount of financial aid that will be available? Patti shared that up to 30 credits of remediation are allowed as long as a student is accepted into a program. There should not be any students who need more than 30 credits. Patti will have Stacy Doran resend the email out that clarifies this. There was information that was sent out in error in the past that said a limit of four credits of prep classes can be taken.

Bob questioned whether online students who need a prep course will have to come in rather than take it online? Chris clarified that yes, these are only classroom courses, no online, etc. They will be offered at all times during the day/night/weekends.

### *Update on Tech Village*

Patti Jorgensen stated that FVTC was approached by a private developer about building housing for our students. Half of students surveyed said they would be interested in the housing. The cost to students would be around \$500/month including utilities, wireless internet, and other amenities. The property they are looking at is currently owned by Outagamie County, and their approval is needed before plans can move forward. Hopefully they will draft a resolution after the next meeting stating that the proposed use of the land is okay.

Patti distributed a handout that showed what the buildings look like. The goal is to have the housing available in Fall of 2012. FVTC will be involved in some aspects, such as Student Life, student conduct, etc. The temporary housing would be organized by the management staff who owns the property. FVTC would essentially make reservations.

### **Adjournment**

The meeting adjourned at 1:25 p.m.

**Fox Valley Technical College**  
**LEADERSHIP FORUM MEETING**  
**PART B**  
**Thursday, April 21, 2011**  
**1:30 p.m.**  
**Board Room**

Members: Leslie Day, Donna Elliott, Jerry Eyler, Deb Gorman, Jill McEwen, Chris Matheny, Betty Meulemans, Patti Mijal, Carol Radtke, Terri Trimbell, Jim Reinke

Unable to Attend: Jill McEwen, Donna Elliott

Facilitator: Deb Gorman

Guest:

Recorder: Shannon Helms

**AFTA Clarification**

Leslie Day asked for clarification on the upcoming process for AFTA's. She provided the following scenario: If her first AFTA goes into the system for 54 hours, the system remembers she has an AFTA for 54 hours. The next AFTA goes in for 72 hours, and she will get two pay rates for that AFTA. Also, how will payroll know what WRS contributions are taken out? Deb Gorman clarified that when the additional work hours issued through AFTA's exceed 112.5 hours during a given semester, the pay rate and deduction for employee WRS contribution would start with the 113<sup>th</sup> hour. This would occur even if the 113<sup>th</sup> hour would be midway through an AFTA; the pay rate would only change for hours 113 and above. So for Leslie's scenario, she would receive two pay rates for a particular AFTA that took her above the 112.5 hours in a semester. There would be no deduction for the employee WRS contribution for any hours under 113 hours. Only the portion of the AFTA that was 113 hours and above would the employee contribution for WRS apply.

Deb Gorman stated there are still logistical details to be worked out, and there is a meeting set up to work out these types of issues. The logistical items will need to include how someone in Leslie's scenario will know they are receiving two pay rates for a particular AFTA. Leslie suggested that some sort of communication go out before the fall semester begins. Deb indicated that the plan will be shared when specifics are known. Leslie questioned how many adjunct will fall under the WRS provision. Deb stated there are some, but she does not know the exact number. Leslie stated for the record that the COF's will still be used as the basis for AFTA hours for contract faculty.

## **Blended Class Clarification**

Leslie stated that when the hybrid courses were brought up about a month ago, her understanding was there was a need for the hybrid courses because there was a shortage of classroom space, and that the hybrid would be 50% classroom and 50% internet. Leslie indicated that however the recent note Liz Jones sent out regarding the definition of a hybrid course is more than 50% internet. Chris stated that the hybrid courses discussed a month ago are set up to be 50% classroom, 50% online. The intent of these hybrid courses is to share classrooms and resources. Chris also pointed out that there are new definitions coming out all the time about what is considered a hybrid course, internet course, etc. Liz adopted one of those definitions, and sent it out. The communication from Liz is not a policy, and intended to provide more clarity for students regarding what format to expect in a course. Jerry Eyler added that historically the interpretation is that a course is not considered an internet course unless it is 100% internet.

There was discussion regarding what is considered internet, and what is considered web-enhanced. Deb Gorman stated that faculty incorporate internet into their courses in many different ways and amounts. The practice for years has been the extra internet prep applies only when a course is 100% internet. There was further discussion if a course would be considered 100% internet if students would be required to come on campus to take tests or participate in a one-hour orientation. Deb will check into what the current practices are across the college regarding these questions, and will bring back information to the next meeting. Deb will also learn and share the latest plans for the Gen Ed hybrid courses that were discussed last month.

Leslie questioned whether or not it was the choice of the instructors to go to the hybrid format, or was the College telling them they needed to go to this format. Deb clarified that department faculty are selecting these courses consistent with their team scheduling procedures. Team members indicate their preference for the format of courses along with their other preferences. Deb stated there are numerous training opportunities for faculty who will teach these courses. These opportunities have and will continue to be communicated to the department faculty.

Leslie stated that she believes the question came up about how students would be screened to determine if they're ready to take internet classes. A committee is in place that is investigating that. Chris will provide an update of the work of the committee in a future meeting.

Leslie stated that she is not against hybrid, but she is troubled with the definition from Liz. Deb stated that she does not agree that if an instructor, for example,

teaches 70% online, then they should get internet prep. This would be inconsistent with how internet prep has been handled in the past. In the past, the extra internet prep has only applied for 100% internet courses. Patti asked how many classes are internet-related. The group discussed that in the past a report was reviewed in Leadership Forum B which contained data on internet courses. Deb will check with Karen Alesch to see what is currently available and arrange a time for this information to be shared.

### **Finalizing Contract – Reopener Language**

Deb shared that Jill McEwen had sent something out to everyone today regarding the reopener language. The group will review the language and get back to Jill.

### **Restructured Day Schedule**

Deb shared the plan regarding which 2011-12 Restructured Days are College Days and which are Team Days, along with the draft of the communication that would go out to all faculty. Patti stated that on team days, some team members may have liked to attend the training that is scheduled, but other team activities are planned at the same time. It is unclear what the priority should be. Deb stated that T & D will work with the instructional areas on ways to better communicate the expected activities and/or coordinate the training around other planned activities to minimize conflicts. Leslie questioned whether or not we know for sure what the WACTE conference days are. Deb will check on this. Leslie suggested that the February Restructured Day be moved adjacent to the WACTE days, as will be the case with the next contract. The group agreed to make this change for the 2011-12 calendar. Deb will incorporate this change into the message going to all faculty.

**Adjournment:** The meeting adjourned at 2:20 p.m.

The next meeting will be held May 12, 2011.