

**FCTL**  
**Meeting Minutes, April 26, 2012**

**Attendance:** C. Alfare, K. Bearse, S. Bowen, T. Bruzaitis, B. Calouri, E. Carmien, C. Coenen, M. Crabtree, E. DeGiorgio, J. Fleischner, Y. Greenbaun, D. Hilker, K. Horowitz, K. Howarth, A. Lynch, J. Mathias, N. May, J. Nadig, E. Papafratzeskakou, E. Perkins, B. Pugh, L. Scherr, R. Schore, L. Sosa, K. Stevenson, J. Tabor, A. Vondrak, M. Weaver

**I. Approval of March Minutes:** Minutes were approved.

**II. JKC Update:** Monica Weaver updated the group on what will be going on at the James Kerney Campus in the near future:

- Construction work will be done over the summer to add new science labs and a classroom on the 2<sup>nd</sup> floor along with other changes to the layout of the 2<sup>nd</sup> floor on the KC side.
- Work at the recently purchased building across the street from JKC, now named Trenton Hall, will continue through the summer. Four classrooms are expected to be ready for use in the Fall semester.
- Monica also stressed the need to be flexible during the construction and to keep an eye on the website for construction updates.

Monica also updated the group on the status of the adult education and youth programs at JKC.

**III. Instructional Technology:** Tony Bruzaitis informed the group that many classrooms and labs both at West Windsor and JKC now have smart technology capabilities and that a few more will be added shortly. These rooms have network connectivity, and the capability to connect a computer to an in room projector. Some rooms now also have sound capability and wall media boxes with more on the way. Classroom media requests are used to drive the selection of new classroom technology additions. Call extension 3700 if you are having any troubles with the in-room technology. Unfortunately, media services does not have the staffing to make routine classroom inspections of the equipment.

The media request form is available on MLINK. We need to make adjuncts more aware of this as they are often not familiar with the process for making media requests

**IV. Mercer Online:** Linda Scherr updated the group about work being done on developing a Mercer Online handbook. Work on the handbook will continue through the summer and will hopefully be completed in the fall.

**V. Mercer Leadership Academy Project:** Ken Howarth discussed his leadership academy work which focuses on building a stronger ethical component into coursework. Currently only a small portion of our students receive direct ethical instruction. He is looking into developing a

document that would assist faculty in developing coursework that strengthen the ethical component of their course material.

**VI. Standing Committee Reports:**

- College Governance Council (CGC) – No report
- Academic Integrity Committee (AIC) – Had 1 formal hearing and 5 violations.
- Instructional and Professional Improvement (IPIC) – Put out a call for proposals for the August pre-class sessions.
- Curriculum Committee (CC) – Make sure your division/department is aware that needed Information/forms are available on MLINK.

**VII. Working Group Report:** The Information Literacy & Critical Thinking Group met to discuss two articles pertaining to this area. The group suggested that we should consider reactivating the master faculty group or initiating something similar.

**VIII. First Thirty:** Amy Vondrak told the group that she is looking for some faculty to help with advising over the summer. Also First Thirty is looking at making changes to new student orientation.

Meeting adjourned at 1pm.

The next meeting is scheduled for September 27, 2012

**FCTL Meeting Agenda  
AD 120**

September 27, 2012  
12:00-1:00PM

- I. Approval of April, 2012 minutes** – 5 minutes
- II. Elections** – Chair, Vice-Chair, Secretary, Parliamentarian - 5 minutes
- III. Standing Committees – Appointment/Reappointment** – 5 minutes
  - College Governance Council (CGC)
  - Academic Integrity (AIC)
  - Instruction and Professional Improvement Committee (IPIC)
  - Curriculum Committee (CC)
  - Advisory Board to First Thirty Office (FTO)
- IV. Discussion of Areas to Address this Academic Year and establishment of working groups** – Everyone – 10 minutes
- V. Guy Generals – Educational Master Plan** – 15 minutes
- VI. Amy Vondrak - Advising Syllabus** – 10 minutes
- VII. Working Group (Task Force) Report(s)** – 5 minutes
  - Information Literacy & Critical Thinking – Jack Tabor

**Meeting will adjourn at 1:00PM.**

**Next Meeting is Thursday, October 25**