**Vice Presidents of Instruction Council**

Meeting – February 10, 2009

**PRESENT:** Bill Coppola, Judy Murray, Linda Luehrs-Wolfe, Feleccia Moore-Davis, Julie Leidig, Gary Clark

**GUESTS:** Marie Thibodeaux, Jean Grove, Zack Coapland, Christina Todd

1. **Curriculum Proposals** (Marie Thibodeaux) – All proposals were approved.
2. **Process for Internationalizing Courses** (Linda Luehrs-Wolfe) – Approved.
3. **Dual Credit Issues/Recommendations** (Christina Todd)

Year-long classes: Further research is recommended to determine impact on state reporting. Tabled until March Meeting.

Multi-section: Council decided it is acceptable to do in a block as long as there is a “lead” designated for reporting, grades, etc.; Christina will check with Glen regarding FERPA issues.

Multiple Grading Scales: Require that both the ISD and college grading scales need to be on the syllabi in order to alleviate confusion.

Home Schooling: “Principal” must present graduation plan, identify curriculum and identify course requirement they are meeting; Confirmed that reduced tuition is for high school courses only; Confirmed that they may only take two (2) dual credit courses per semester.

1. **CAPE Exams** (Christina Todd) – Curriculum team recommendations for consistency were reviewed. VPI’s decided the fees and process. The PLA Handbook will be updated and information communicated.
2. **Heritage Exams** (Linda Luehrs-Wolfe) – VPI Council to find an avenue to start collecting data and needs Curriculum Team define a “Heritage Learner”; Submit and exam and proposed scores and a recommendation to include as a PLA option.
3. **How do we ensure students understand the structure of hybrid courses** (Julie Leidig) – Recommendation to be sent to the SSC, Dean Council, and Lonestar Online to request specific steps to notify students of hybrid course requirements prior to registration.
4. **VP Council Goals** (Julie Leidig and Feleccia Moore-Davis) – Update was presented and feedback is requested by February 27th.
5. **Developmental Studies Response to SACS** (Linda Luehrs-Wolfe) –VPI Council being requested to please review the document and return feedback by February 24th. Chart was distributed for revised layout of activities with data and feedback is requested on column titles.
6. **VP Job Description** (Bill Coppola and Judy Murray) – Updated version was distributed and Gary Clark presented the Dean’s job description. Minor changes were made and job description was approved.
7. **Workload Report** (Jean Grove) – HR is developing a program with OTS to track workload and contact hours.
8. **Higher Education Teaching Institute** (Jean Grove and Zack Coapland) – HR is creating a program where new Full Time faculty will report one week early. This cohort of faculty will receive training in classroom teaching and will continue possibly once a month for their first year; Requested VPI Council to send current orientation agenda to Zack for steering committee to review.

Next VP Council Meeting: March 3, 2009