

**Educational Services
Cabinet Roundtable
October 7, 2009**

Academic Divisions

- **English and Reading**
 - The English and Reading Division, in conjunction with the Faculty Professional Development Committee, are sponsoring a “Faculty Showcase” highlighting English Professor Nancy Noe. The event will be held on October 21 from 5:00 p.m. to 6:30 p.m. at the Monmouth Museum. Nancy will discuss her summer 2009 National Education for the Humanities (NEH) Grant to study Transcendentalism with major scholars in Concord, Massachusetts. Her week in Concord featured tours of the major sites including Ralph Waldo Emerson’s House, the Sleepy Hollow Cemetery, and Walden Pond, as well as daily seminars with NEH sponsored scholars. Refreshments will be served!

- **Mathematics Division**
 - Upcoming Math Teaching Circles include the following:
 - October 15 – *Managing Yourself in a Challenging Environment* – Oly Malpica-Proctor and Barbara Tozzi
 - November 5 – *Student Motivation* – Oly Malpica-Proctor and Raj Wesley
 - Math Lab Day is scheduled for Wednesday, October 7th.
 - Fourteen members of the Mathematics Department attended that Mathematics Association of Two-Year Colleges in New Jersey (MATYCNJ) meeting on Saturday, October 3rd at Raritan Valley College. The keynote speaker was Dr. Paul Nolting, who engaged in the group in an interactive discussion on math anxiety, followed by a session presentation on math study skills. The emphasis of the conference was technology use.

Faculty Meeting, October 1st

The first faculty meeting of the 2009-2010 academic year was held on Thursday, October 1st and was moderated by Dean William Burns and Dean Carl Calendar. Their presentation highlighted significant sections of the 2008 Student Satisfaction Survey (SSI). Emphasis was placed on the importance of comparing the questions students view as most important to them with how the College fares in the rankings of those questions. The slides outlined areas that have all been constructed in response to former SSI surveys such as additional parking lots, the Bankier Library, and the Warner Student Life Center.

Faculty were divided into 23 groups (by departments and by disciplines) with librarians and counselors divided among the groups. The first half hour provided each group with the opportunity to discuss the results and ask questions. In the second half hour, the faculty discussed the 15 questions rated as most highly satisfying by our students, the 15 questions rated least satisfying by our students, and the greatest gaps between importance by students and the delivery by the College.

Educational Services Operations

- Sue Desiderato and Patty Kahn met with representatives from Facilities, OIT, and Receiving to walk through the process for the Educational Services IT Request Work Order pilot project. Sue and Patty will meet with Academic Division Deans and Educational Services Cabinet Deans to review the process, and implementation should be completed by the middle of October.
- Master Schedule Development:
 - Winterim, spring 15-week, spring 11-week 2010– schedule was activated in Colleague and WebAdvisor on October 1st.
 - Academic divisions have submitted their requests for summer I, II, III 2010 schedule material. Review of this material and meetings with departments will continue in October.
 - Fall 15-week and 11-week 2010 master schedule development material will be distributed to the academic divisions on October 7th.
- Sabbaticals and Educational Leave – a broadcast email was distributed to the campus community announcing the October meetings for those faculty and administrators interested in applying for a sabbatical leave and professional staff members interested in applying for educational leave. The meetings are:
 - Professional staff members – October 20, 3PM, MAC104
 - Faculty and administrators – October 20, 4:45PM, MAN108Applications will be available at the meeting, and the criteria, deadlines and procedures associated with the specific leaves will be reviewed.