

*Call to Order at – Luis Martinez President*

ROLL CALL:

LAUREN ANDERKO, RICK BONNOM, MICHELE BRYNELSEN, JESSICA CARPENTER, MARY ELFRING CINDY HUTMAN, DAN KOCHER, DAVID LAWRENCE, MARCIA LUPTAK, CHRISTINA MARROCCO, LUIS MARTINEZ, LORETTA MCCALLISTER, GARY NORDEN, PATRICIA O'BRIEN, MARY O'SULLIVAN, JOEL PECK, WARREN PETO, ROGER RAMEY, DAVID REICH, HOWARD RUSSO, ELEANOR SWANSON, KIMBERLY TARVER, SCOTT VASZILY, CASSANDRA WATSON, TAMMY RAY (WEB MASTER)

RECOGNITION OF VISITORS & GUESTS

Lori Clark, Sentinel

REPORTS – Written Reports submitted are included at the end of the agenda.

SECRETARY'S REPORT: KIMBERLY TARVER- APPROVAL OF FEBRUARY 26, 2014 MEETING MINUTES

TREASURER'S REPORT: GARY NORDEN

PRESIDENT'S REPORT: LUIS MARTINEZ

1<sup>ST</sup> VICE PRESIDENT'S REPORT: HOWARD RUSSO

2<sup>ND</sup> VICE PRESIDENT'S REPORT: MARCIA LUPTAK

3<sup>RD</sup> VICE PRESIDENT'S REPORT: CASSANDRA WATSON

**COMMITTEE REPORTS** - (refer to reports submitted included on the agenda)

**Elections and Committees**

1. Les McTighe was nominated by electronic vote to serve on the LVPA Administrative Assistant/Office Coordinator search committee. (Request submitted by Irina Del Genio, Associate Dean)
2. Sue Ford was nominated by electronic vote by Luis Martinez and seconded by Cassandra Watson to serve as UAF II Senator to replace Marcia Luptak. She has agreed to serve as 2<sup>nd</sup> VP for the remainder of the Spring 2014 semester.

**OLD BUSINESS**

1. Faculty Evaluation Handbook Committee
2. Faculty Development Handbook Committee
3. Academic Freedom Statement and AAUP Response (Jessica Carpenter)

**New Business**

1. AFT Convention, Los Angeles, July 11-14, 2014
2. IFT- Great Lakes ULI, June 16-20, 2014, Lake Lawn Resort, Delavan WI

DIVISION ISSUES

## ADJOURNMENT

### **NEXT MEETING: April 2, 2014**

#### **ECCFA Important Dates**

*March 24-March 30, Spring Recess, all facilities closed.*

April 2, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

April 16, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

April 30, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

May 14, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

*May 15, 2014, Semester Ends*

*May 16, 2014 ESL/GED Graduation*

*May 17, 2014, Commencement*

#### **COMMITTEE REPORTS**

##### **Learning Community Report (Colleen Stribling)**

The LC Steering Community is hosting a professional development event for faculty partners. (Re)Integrating: ECC Community of Practice, scheduled for March 12 from 3 – 4:30pm, will allow partners to share their experiences, successes, and challenges around integrating two or more classes in a meaningful way for students. Faculty interested in working in a learning community are also encouraged to attend.

Anyone interested in teaching in an existing learning community or creating a new community for the spring 2015 should contact Colleen Stribling at (847) 214-6905 or any other member of the steering committee for information on the proposal process. Spring proposals are due by May 1, 2014.

##### **Staff and Faculty Emergency Preparedness Task Force Report (SAFE) (Ellie Swanson)**

The task force met and the following information was shared by Sandi Brown and Tami Haukedahl.

- Funds are being provided to install outside speakers at strategic locations across campus. This will make it easier to know when an emergency alert or all clear has been posted.
- Within a few months the RAVE emergency notices (notices that go out to the campus community via cellphone or computer network) will become “opt out” rather than “opt in”. Note that if students are not permitted to have cellphones on in your classes, the alert also goes out over the computer network and can be received on a classroom computer.
- If a student has been referred to the BIT team his/her teachers should receive notice of the referral. Tami will confirm with Greg Robinson that such a procedure is in place.
- Peggy Mitchell Norwood will be giving several presentations on identifying and responding to student behavioral and mental health issues (details attached). Registration is through CETL.

##### **ICCFA Teaching and Learning Faculty Research Grant Application Information**

-The ICCFA awards up to four \$2,500 grants for Faculty Workshops or Faculty Research Projects for the 2014-2015 academic year.

-Applications must be submitted no later than midnight, Thursday, April 10, 2014, through email to Tom Clemens, ICCFA Grants Coordinator, Heartland Community College, Normal, at <tom.clemens@heartland.edu>. Put in subject line: ICCFA grant application. Late applications are not considered.

- Through email, Tom will acknowledge all emailed applications. If you do not receive a timely acknowledgment, call Tom at 309-268-8618 so your application can be found and affirmed.
- The ICCFA Executive Committee will review grant applications on April 18, 2014.
- Grant winners will be notified soon after that meeting.
- The research or project development must be completed between June 1, 2014, and October 1, 2015.
- The grant funds may be disbursed as early as June 1, 2014, to support summer 2014 projects.
- Applicants must answer the Application Form prompts in the order provided.
- Recipients of the grants will be recognized at the annual ICCFA Excellence in Teaching and Learning Conference in Springfield.
- Each recipient of a Faculty Research Grant or Faculty Workshop Grant must present at the Annual Excellence in Teaching and Learning Conference. Failure to present at the conference will require reimbursement of the grant, as stipulated here.
- Proposals for the October 2014 Conference are due June 1, 2014, and proposals for the October 2015 Conference are due June 1, 2015. See ICCFA.org for the proposal form and more information.

## 2014 Teaching and Learning Faculty Research Grant Application

In the order provided, please complete the following prompts.

Title of Research Project \_\_\_\_\_

\_\_\_\_\_

Date of Emailed Submission (Late Applications Not Considered) \_\_\_\_\_

Lead Organizer for Research Project:

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Named recipient of grant funds on the check, according to your institution's guidelines \_\_\_\_\_

\_\_\_\_\_

To What Address is the Check to be Mailed \_\_\_\_\_

If other faculty members are involved in the project, list them as follows (add additional application lines as needed):

Faculty Member Two

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Faculty Member Three

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Faculty Member Four

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Complete the following:

Describe the research project, including purpose, methodology, and the schedule for the parts of the project from beginning through completion:

How is your project centered on enhancing student learning?

What are your plans for dissemination of research results?

Itemize how the grant funds will be used. For example, Stipend (number of hours @ \$25/hour), Travel (airfare for one \$500), Lodging (3 nights @ \$225), Meals (7 @ \$30), Printing or copies (\$100), Museum or Archive Access Fees (\$75), Purchase of Books or Documents (List), and so forth. The budget for this grant is not to include travel expenses for grant recipients to the ICCFA Conference at which you will present your session on your research project. Instead, complete the Request for Travel Funds below.

Request for Travel Support to the 2014 or 2015 ICCFA Conference. You will have one night free of charge at the Crown Plaza Hotel in Springfield, where the conference is held. Your meals are included in your conference registration fee, which is waived. I (we) request support for the mileage (roundtrip) of \_\_\_\_\_ miles because the mileage will not be provided by my (our) college.

If awarded this grant, I (we) agree to present at the Annual Illinois Community College Faculty Association Conference in 2014 or in 2015. Failure to present, other than for personal emergency, will require the grant winners to reimburse the grant award as stipulated here.

Signatures of all applicants

Submit the completed application to:

Thomas E. Clemens, Ph.D.

ICCFA Grants Coordinator

Associate Professor of English

Instructional Commons North, 2026

Heartland Community College

1500 West Raab Road

Normal, IL 61761

(309) 268-8618

[tom.clemens@heartland.edu](mailto:tom.clemens@heartland.edu) I will acknowledge by email that I received your application. Call me if you do not receive a timely acknowledgment or if you have any other questions.