

**Faculty and Staff Meeting  
Minutes  
Muscle Shoals Campus**

February 24, 2014

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- Tools for Schools – Rose Jones

The Showcase that was held on the Shoals Campus on Tuesday, February 18<sup>th</sup> was very successful. Comments received were positive, and we had 378 cards filled out from students who attended. Information on these cards will be used to invite parents to come with their student to Parent Night on Tuesday, February 25<sup>th</sup>.

- Faculty – Office Hours – Overload – Rose Jones

Instructors should make sure their office hours are posted correctly. Students are directed to Office Hours when they are looking for their instructors. Hours should show office hours and hours for courses being taught.

- Proposed Catalog Changes – Timmy James

New terminology will be used to refer to the Associate in Arts and Associate in Science programs. They should be called “transfer guides.” In the case of diploma, information will show student is obtaining an Associate in Arts or Associate in Science diploma with a concentration in “Business Administration” for example.

- Unit Planning – John McIntosh

Instructors who have not completed their unit plans will be receiving a call to go over this information.

- Discuss Banner New Forms (Tia Stone will attend meeting)

- Time Sheets should be completed in Banner for all 19 hours or less employees, student workers, and work-study students. The reporting period goes from the 16 of the month to the 15 of the following month.
- Leave should be submitted by the end of the reporting period. It can be saved and then submitted by the end of the period. Supervisors should have two days after the reporting period to approve leave.

- Summer Schedule and Catalog – Trent Randolph

We are planning to have the Summer Schedule ready before spring break. Trent will be e-mailing a copy with all changes for a final review. Please return it as soon as you can.

- Early Alert System and ADA – Crystal Ingle

The new Early Alert System form is located in our website. The link can be found in the Faculty and Staff drop down menu. Once the form is completed, it should be sent to the Student Success staff indicating your concern. There are two types of concerns: academic or non-academic. Please send this information as early as you can to be able to help a student before it is too late in the semester.

If you have any ADA issues, please make sure you send the information to Sharon McBride.

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