

## **Keystone Council Meeting**

**Tuesday, May 29<sup>th</sup>, 11:50 am, Library Conference Room**

**In attendance:** Shyla Anderson, Jim Potter, Mike Sondgeroth, Dixie Lewis, Marc Feaster, Brad Dearing, Janeice Ives, Dirk Smid, Jim Allen, Brian Conant, Andrea Markert

**Approval of Minutes** - Jim Allen moved to approve the minutes. Brad Dearing seconded it. The minutes were approved.

**Welcome of new members** - Shyla, Dixie and Janeice. Diane and Brad are leaving the council after serving their terms.

### **Committee Reports**

**Personnel** - Two new PE teachers have been hired- Maria Pessman from Urbana with three years of experience, and Eric Lyons, a non-traditional new teacher that just completed student teaching in Washington and coaching at Eureka college. Both are energetic and enthusiastic.

**Student Conduct** - In addition to the tardy policy, the committee moved to change the 10 day absence policy. Dr. Lugg, with her legal background, recommended that the policy be modified to unexcused absences and the timeline be shortened. She suggested that the administration should be empowered to request documentation for excused absences. The committee recommended warnings at three unexcused absences and dismissal from class credit at five unexcused absences. Brad asked if there would be a similar policy for excused absences. That will be dealt with by Steve, Jeff and Dr. Dean. Jim Potter was concerned with the students that miss a lot of school excused. Jeff stated that it will be Steve's job to track both the excused and unexcused absences. Janeice thinks that we need to be firmer for the parents. Brian asked if this needed to be a discussion item at the next meeting. No one thought it needed to be.

**Co-Curricular** - no report

**Shared Governance** - The Essential School Structure has been approved by the administration.

**School Development** - no report

**Clinical Experiences** - Brian sent out a survey for faculty to comment on. Mike would like to help Brian with this process.

### **Informational Items**

**Summer School** - Jim Kelly has been asked to be the chair of an ad hoc committee. He is deciding if he is able to take on the commitment.

**Internship Program** - We will have six interns next year - 2 in English, 2 in Math, 1 in Social Science and 1 in Science.

**Hirings** - see above Personnel Committee report

**Scheduling** - There is a scheduling update on the webpage.

### **Discussion Items**

**School Development** - “Liberally educated UHS graduate document and policy” - Brad stated that it is a place to start to make changes if necessary. Jim Allen would like to see something stronger about technology in the document. He thinks that the language is out of date since it was written in April 1996. Mike added that the last bullet was inserted with plans to institute a community service program similar to Central Catholic's program. Jeff would like anything on paper to be a guide that aligns with our philosophical ideas. Jeff agreed that it is a good start, but needs to evolve. Dixie would like to add self-direction in the document. Mike moved that we move this document to an action item. Brad seconded it. The Council moved it to an action item.

**C&I 216 Student Survey policy** - Brian stated that so far, we have been giving the survey to the 216 students. The department and school scores were given to administrators and department chairs. Jim Allen asked if the individual scores (those teachers that requested individual feedback) were put in the overall average and Brian stated that they were. Brian pointed out that this is not the only data that is collected about what is happening at U-High. If we are collecting the data, we should be using the data. Janeice asked if there was anything in place for new hires that have not worked with 216 students. Jeff stated that there were two different induction sessions this year on the new teachers' role as 216 mentors. Gary O'Malley and Bill Ducett were involved in these sessions. Support was provided this year and will be continued. Jeff pointed out that the college students are not evaluating faculty, but are giving feedback on the experience. If needed, Jeff would meet with the faculty member with the data and have a discussion with the faculty member about the data. It gives the administration some sort of feedback. Dirk had two instructors this year that did not use the 216 evaluation form that he filled out. Jeff stated that if that was the case, he could coordinate with Barb. Brian will forward that information to the 216 Committee so that it can be looked into. Jim Allen pointed out that as a 216 instructor, not everyone around U-High does what they are supposed to do. Examples included teachers not filling out forms or not being in the classroom while the students are teaching and then grading the students. Mike pointed out that it may also be student misinformation like asking for the forms at the final evaluation. Brad moved to vote on the policy. Andrea seconded it. Ten approved and two opposed. Policy passes. The subcommittee will address the recommendations this upcoming year. Jeff pointed out that the policy will have support by the committee. Also, the data overall is very positive.

**Edline Policy** - Mark Adams came to the meeting to address some concerns. Mark thinks that everyone should be using Edline. He suggested that the Council change the wording to a “certain number” of times per semester. Dixie thinks that eligibility and Edline could be correlated. Jim Allen pointed out that for eligibility, he will make sure just those students that are borderline have complete grades whereas for Edline, all student papers are graded. Mike pointed out that several faculty members in the building do not use Edline, so he thinks that the first year, Edline should be posted four times a semester. He pointed out that there are a lot of people that don't use Edline, and we've been trying to get people to use Edline for ten years. There is also a drawback because certain software are not compatible. He also asked if we were starting a year too soon since we may be changing software. Andrea pointed out that we are behind the other area schools in posting grades online. Brian noted that Kathy Clesson emailed a concern with the phrasing of “two weeks” because in some disciplines, two weeks is not enough time to update the grade. Jim Potter stated that she felt like she might not have enough information in the first two weeks to be submitting the grade. Dirk suggested that we add “at least” two weeks instead of two weeks. Mike would like to amend the policy be changed that teachers are required to post every time grades are due. Jim Potter seconded. Five in favor, five opposed. The amendment does not pass. Brian moved to amend the policy to state that teachers post to Edline eight times a semester. Jim Allen seconded the motion. Five in favor, four opposed, one abstained. Motion does not pass. Brian moved that the policy be amended to state “at least” before the words every two weeks. Dirk seconded it. Eight in favor. The motion passed. Jim Allen moved to vote for the policy. Jim Potter seconded it. Ten in favor. The motion passed.

### **Presentation of Year-End Report**

**Dismissal of 2006-2007 Council** - Brad left the room.

### **2007-2008 Council - Elect Officers**

Mike nominated Brian for Chair. Brian accepted. Jim Allen seconded. Brian was elected Chair.

Jim Allen nominated Andrea for Assistant Chair. Andrea accepted. Brian seconded. Andrea was elected Assistant Chair.

Jim Allen nominated Shyla for Secretary. Shyla accepted. Mike seconded. Shyla was elected Secretary.

Keystone summer retreat will be held at Andrea's house on July 12<sup>th</sup> from 2-5 pm.

Mike moved to adjourn the meeting. Jim seconded it. The meeting was adjourned at 12:55 pm.