

ITT Technical Institute
Faculty Meeting
Thursday, January 12, 2006
4:30 p.m.
Theory Room 1
Dean ^{Redacted by HELP Committee}, Facilitating

Attendees:
Redacted by HELP Committee

Redacted by HELP Committee

Meeting Minutes

The meeting was called to order by Dean ^{Redacted by HELP Committee}. She opened by announcing the upcoming visit of ACICS, the college's accreditation committee on Monday, January 23 through Wednesday, January 25, 2006.

Student Survey handouts were given to faculty to review with their students for possible questions the accrediting committee may ask them during their visit. Faculty were instructed to inform their students that students are not to complain to the committee about any grievances they may have. Faculty are to remain in their class until the end of the assigned course period and not leave early while the accrediting committee are here. || *Redacted*

Faculty were given their individual Faculty Data Sheets to review for correct information, then sign and submit to Dean Stringer by Friday, January 13, 2006, or no later than Monday, January 16, 2006.

Dean Stringer informed Faculty to make sure that the student Different Section and Submitted Work forms are completed and signed with the appropriate signatures to be placed in the student's file.

Dean Stringer discussed the Faculty Training Course-quarterly minimum requirements. Full-time Faculty must take 2 courses per quarter. They must take 3 courses in their 1st quarter.

Adjunct Faculty must take 1 course per quarter. They must take 2 courses in their 1st quarter.
All new Faculty must take IT100 for their 1st course.

Dean ^{Redacted by HELP Con} addressed the Student Average Daily Attendance requirements. ITT Headquarters tracks attendance if less than 80%. ITT – Little Rock has an average attendance rate of 70 – 80%. Dean Stringer advised faculty to make changes in their teaching styles to encourage students to attend class.

Dean ^{Redacted by HELP Con} discussed the 15% Absence policy that complies with the Arkansas State Board of Private Career Education. It states that if a student misses 15% of his/her class, he/she must be dropped from the quarter. ITT Headquarters says that this can be waived if the Submitted Work or Different Section forms are completed, to which the Lower Board agreed.

*If a student misses 3 consecutive weeks in a class, the student must be DROPPED per ITT and ACICS.

*If a student misses 15% of classes in a quarter, the student must be DROPPED per the Arkansas State Board of Private Career Education.

Dean ^{Redacted by HELP C} will provide an updated Absence Policy for the instructors to hand out to their students.

The meeting was adjourned.

Submitted by: EMM