



# INTERNATIONAL COLLEGE CAYMAN ISLANDS

**Summer Quarter Faculty Meeting**  
**July 8, 2015**  
**6:00 p.m.**  
**MH2**

## **AGENDA**

Welcome..... Melisa Bent-Hamilton  
*Dean*

Reading of the Mission.....Michelle Prendergast  
*Instructor*

Introduction of Instructors.....Faculty

Greetings from the President Emerita ..... Dr. Elsa Cummings  
*President Emerita*

Greetings from the other members of staff.....Administrative Team

Introduction to Populi & New Email Domain .....Robert Lynch

Orientation Manual & Syllabus Development.....Dean Hamilton

Student Learning Assessment  
ACICS/ IACBE Updates, Online/Hybrid  
Courses.....Dr. Marshall

### **Important Dates to Remember**

July 13, 2015 Summer Quarter's Classes begin

**Please come prepared to “walk through” entire syllabus with students, answer any questions, discuss community resource activities, explain style of teaching/facilitation and set the tone of the course.**

July 16, 2015 Career Readiness Workshops (for students)

Populi/Mylab Training (for new instructors)

PCRC Meeting (for all returning instructors)

**No classes will be held. Please encourage students to attend Career Readiness Workshops- a good way is to offer extra credits to students for a report from any one of the sessions.**

August 13 -17, 2015 Summer Quarter's Seminar

**BE 424 Seminar on Global Finance for undergraduates will be held in New York City. Kindly note that the participating students are excused from classes on Aug. 13<sup>th</sup> and Aug. 17<sup>th</sup>.**

**GR 501 Seminar on Organizational Behavior for Grad School will be held in Atlanta. Kindly note that the participating students are excused from classes on Aug. 13<sup>th</sup> and Aug. 17<sup>th</sup>.**

August 26, 2015 Midterm Progress Reports due

**Instructors are asked to create midterm progress reports (with special emphasis on a recommended plan of action to assist students to succeed) for students who have received a grade of D or lower.**

September 21 - 24, 2015 Final Examinations Week

**All courses should have a final exam, and proctored on the final class day (not earlier). Any change of this must be requested in writing to the Dean and all relevant students signed a consent form.**

September 28, 2015 Finalization of grades on Populi

**All courses should be finalized on Populi and the end-of-quarter checklist completed. Once the checklist has been signed off on, checks will be disbursed accordingly.**

September 29- End of Quarter Faculty Social

***Time to “mix and mingle” with fellow colleagues....the quarter has ended!***





***The mission of the International College of the Cayman Islands (ICCI) is to prepare students for career placement and enhancement. The ICCI education instills attitudes, behaviors, sensitivities, skills and knowledge that are essential to life and learning. The ICCI experience advances the potential for leadership and a commitment to community service. ICCI equips graduates with practical skills of critical thinking, problem solving and self-directed learning for success in the 21st century job market.***



**INTERNATIONAL**  
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ISLANDS

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**6 p.m.**

Name	Academic Area
aythusemann	Graduate Studies
Satiraine Faulkner-Pearl	Humanities.
O'Neil Duncan	I.T.
Michelle Rendinger	English
Darwin Barrett	Accounting
S'rah Yisrael	Social Services
Melissa Smith.	Business.
Clayton Garwood	IT / Grad School



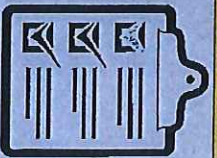
# INTERNATIONAL COLLEGE CAYMAN ISLANDS

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6 p.m.

Name	Academic Area
Racquel Douglas	English
Melisa Hamilton	Dean's Office
Robert Lynch	Radio SCCI
Autry Foster	Accountant
Lance Barnes	HR / Management
Elsa M. Cummings	President Emerita Spanish
Suzanne Charles	Staff
Lisa de Mercado-Crisp	Spanish



# Student Homework



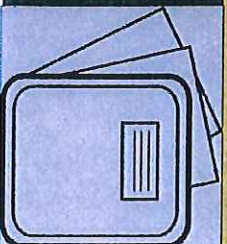
## COURSE SYLLABI

In using the federal definition of a credit hour, the campus must have a policy and it must be outlined in the syllabus, describing:

- *"[An] amount of work"*
  - **Student work must be assigned and described.**
- *"[R]epresented[] in intended learning outcomes"*
  - **The learning outcomes of the assignment must be relevant to course objectives and either self-evident (e.g., the same as program objectives) or stated.**
- *"[V]erified[] by evidence of student achievement"*
  - **The assignments must be graded, with several copies of each graded assignment or faculty grade book retained for documentation.**



# Student Homework



## COURSE SYLLABI (continued)

In using the federal definition of a credit hour, the campus must have a policy and it must be outlined in the syllabus, describing:

### Class Schedule

Syllabus must include or refer to a **schedule of classes** for the course, including the amount of time scheduled for each class.

JANUARY 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

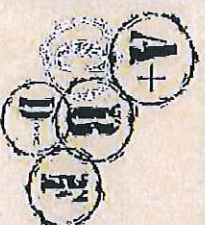
### Time in Class

A 50 minute lecture class period will be considered a **reasonable** approximation to one hour, since it conforms to commonly accepted practice in higher education.



### Grading

Syllabus should describe how student achievement in doing homework will be graded.



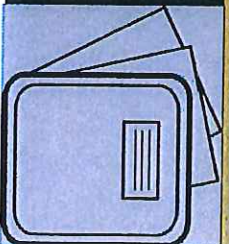
### Amount of Homework

Syllabus should state the **number of hours** students are expected to spend on homework assignments each week.





# Student Homework



## COURSE SYLLABI (continued)

In using the federal definition of a credit hour, the campus must have a policy and it must be outlined in the syllabus, describing:

### Students & Colleges – Partnering for Mutual Success

#### FOR STUDENTS:

Students shouldn't take a full load if they can't go to class and finish their homework.

Students should be taught effective time management and study techniques.

Students should be encouraged to increase learning productivity by making use of available tutoring and other resources.

#### FOR COLLEGES:

Colleges are required to tell students what the expectations are for a full course load.

Colleges are advised to teach time management and study techniques.

Colleges could provide tutoring and other resources to students to help them learn.





**President's Update**  
**Summer Quarter Faculty Meeting**  
**7/8/15**

**1. ACICS update**

-Compliance standards achieved for the quarter

**2. Assessment of Student Learning**

-Course  
-Program  
-Institutional

**3. IACBE**

-Visit in September 2015

**4. Course Grade Distributions**

**5. Faculty Evaluations**





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ISLANDS

**Spring Quarter 2015**

**Faculty Meeting Minutes**

**Held July 8, 2015**

There were 16 persons in attendance at our Summer Quarter Faculty Meeting.

The major highlights of the meeting are as follows:

- The meeting commenced at 6:10pm opening with the reading of the Mission Statement.
- The relevant introductions of faculty members and staff were carried out accordingly.
- Radio Manager, Robert Lynch, introduced our Learning Management System, Populi, to our new instructors and did a short presentation on the benefits of our new Icci email educational (icci.edu.ky) domain.
- The Dean, Melisa Bent-Hamilton, discussed the contents of the Orientation Package and reminded the group of some of the essentials of a good syllabus. As promised, all syllabi have been created and posted on Populi. Instructors were reminded to log on and confirm its content.
- Ms. Michelle Gray-Williams, our on-site librarian, reminded instructors of the multi-media resources available to them; both online and on site. She

also mentioned that she will be conducting a presentation on plagiarism, especially for courses such as AP 140, EN 100, EN 090, EN 101, and EN 102.

- Dr. Marshall gave us updates from our accrediting body, ACICS, assessment of student learning, IACBE membership, course grade distributions, faculty evaluations by student and discussed the launch of our hybrid/online courses in the Summer quarter.
- Questions and answers were entertained with faculty members and the administrative team.
- The meeting adjourned at 8:15 pm.



# Assessment of Student Learning

1

1. Look at the SLOs of your course
2. These describe what your students should be able to know, do or value by the end of the course.
3. At the end of the course, think about the extent to which a student has met the student learning outcomes for your course
4. This is the more accurate measure of course success than grades

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David Marshall <drmarshall@icci.edu.ky>

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## Fwd: Summer Faculty Meeting Minutes- July 8, 2015

1 message

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Melisa Hamilton <melisa.hamilton@icci.edu.ky>

Tue, Jul 14, 2015 at 3:25 PM

To: David Marshall <drmarshall@icci.edu.ky>

My apologies for that.

Regards,  
Melisa

----- Forwarded message -----

From: **Melisa Hamilton** <melisa.hamilton@icci.edu.ky>

Date: Mon, Jul 13, 2015 at 3:59 PM

Subject: Re: Summer Faculty Meeting Minutes- July 8, 2015

To: Claude Bailey <claude.bailey@icci.edu.ky>, Bailey Claude <baileyclaude@hotmail.com>, O'Neil Duncan <oneil.duncan@icci.edu.ky>, Arshid Iqbal <Arshid.Iqbal@ky.ey.com>, Robert Lynch <robert.lynch@icci.edu.ky>, Michelle Prendergast <michelle.prendergast@icci.edu.ky>, Steven Hayes <shayes799@hotmail.com>, Davin Barrett <davin.barrett@icci.edu.ky>, s'rah Yisrael <srah.yisrael@icci.edu.ky>, melissa smith <melissa.smith@icci.edu.ky>, Paulette Wright-Hall <ptwrighthall@gmail.com>, rod waddell <rod.waddell@runbox.com>, Lisa De mercado crisp <modernlanguages11@yahoo.com>, Clayton Garwood <clayton.garwood@hotmail.com>, Satnarine Faulkner-Peart <satnarinefp@yahoo.com>, Racquel Delores Douglas <rdouglas@chhs.edu.ky>, Anthony Husemann <anthony.husemann@icci.edu.ky>, Kiara Jeggo <kiara.jeggo@gmail.com>, Lauren Christie <lauren@bermanfisher.com>, Michael Hall <mikeyhall.math@gmail.com>, Lancelott Barnes <originalbarnes@hotmail.com>, Craig Walker <craig.walker@icci.edu.ky>

Hello Faculty,

Thanks to everyone who attended the Summer Faculty Meeting held on July 8, 2015.

Attached are the relevant documents arising from the meeting:

- Meeting's Agenda
- Mission Statement
- Sign-In Sheets
- President's Updates
- Assessment of Student Learning
- Syllabi Development- emphasis on weekly homework assignments

**For those instructors who have not yet reviewed the posted syllabus on Populi, kindly do so now and confirm with me if there will be any changes. Also, kindly remember to change the section on Icci email from Myicci email account to [icci.edu.ky](mailto:icci.edu.ky) email account on the syllabus.**

By now, you should be using the new icci email account. If not, kindly send an email from your personal email to either Dr. S'rah Yisrael ([srah.yisrael@icci.edu.ky](mailto:srah.yisrael@icci.edu.ky)) or Robert Lynch ([robert.lynch@icci.edu.ky](mailto:robert.lynch@icci.edu.ky)) to get this set up for you.

### Quick dates to remember:

**July 16, 2015** Career Readiness Workshop- for students from 5:30pm to 9pm  
Populi/Mylab Training- for new instructors in the library at 5:30pm  
PCRC/GAC Meeting- for all other instructors in the Library at 6:30pm  
Seminar on Global Finance Meeting in CS 1 at 8pm

**Aug. 13-17, 2015** Undergrad and Grad School Seminar (the relevant excused)

students are

**August 26, 2015** Midterm Progress Reports Due

**Sept. 23 and 24** Final Exams

**Sept. 28, 2015** Finalization of Grades

**Sept. 29, 2015** End of Quarter Faculty Social

Welcome to Summer 2015 and I do wish for you and your students an exciting quarter of learning and growth.

Cheers!

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Kind regards,

*Melisa Bent-Hamilton*

Academic Dean, International College

[www.icci.edu.ky](http://www.icci.edu.ky)

595 Hirst Road, Newlands

P.O. Box 136 Grand Cayman KY1-1501 Cayman Islands

Campus: 345.947.1100 ext 206

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Kind regards,

*Melisa Bent-Hamilton*

Academic Dean, International College

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6 attachments



SUM 15\_Faculty Meeting\_Agenda.pdf  
267K



SUM 15\_Faculty Meeting\_Mission Statement.pdf  
248K



SUM 15\_Faculty Meeting\_Sign In Sheets.pdf  
339K



SUM 15\_Faculty Meeting\_President's Updates.pdf  
111K



SUM 15\_Faculty Meeting\_Assessment of Student Learning.pdf  
149K



SUM 15\_Faculty Meeting\_Syllabi Development.pdf  
884K