

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES  
THURSDAY, MARCH 22, 2007**

I. CHECK – IN

a) Agenda

- Tech Prep
- Program Review Orientation
- Faculty Prioritization Process
- Underenrolled Spring 2007

II. ACTION ITEMS

a) Tech Prep

Cindy has received a grant from MVOTEC and would like to propose that coordinators receive stipends for reviewing programs for articulation. Cindy would also like to pay a \$500 stipend for someone to be a point person for her. It was suggested that there be a range for payment as opposed to a specific amount for this project. Terry asked about the procedure for adding new programs for articulation agreements. Gerry Girgenti stated that new programs can be explored and that Terry should contact her regarding this issue.

Cindy stated that she will need a working document to provide the MVOTEC people by April 11. Cindy also stated that she would like to hold a Business Event in the 2<sup>nd</sup> week of June.

**ACTION(S): Cindy will provide information to the Deans regarding how may articulation agreements are in place and which are up for review. Lane will speak with Cindy regarding Business invitees to her function.**

b) Program Review Orientation

Ellen will send revised Program Review schedule out for feedback to the Deans. It was also suggested that when Ellen schedules meetings for everyone, it would be helpful if she could check everyone's calendar for availability.

**ACTION(S): Deans will respond to the new Program Review schedule when it is distributed by Ellen Wentland.**

c) Prioritization Process

The group discussed the recent prioritization of full-time faculty position requests for 2007-08. Sue felt that the group produced a list that allowed everyone in the group to be heard, though it was a difficult task.

Jackie stated that there was a problem with consistency in the spreadsheet calculations and the summary spreadsheets that Bill created from the raw data were more useful to the group. She suggested that one person handle the information next year so it will be less confusing. Jackie also stated that the narratives were more compelling than the compiled data.

Jackie stated that if everybody knew what the direction the college would be heading into, then that might influence what the faculty priorities were going to be. She questioned why areas would start new program initiatives if they didn't know what the resources were going to be.

Lane mentioned the Academic Master Planning process that would follow the college's Strategic Planning process—beginning in the fall. An Academic Master Plan will pull together the many elements that provide direction to Academic Affairs—staffing, facilities, curriculum, technology, etc.—and help provide guidance for this process next year.

Terry asked if positions would be filled that were left vacant due to retirements. Lane responded that they may or may not be filled, depending on whether they appeared as priorities from the faculty and deans' discussion.

d) Under enrolled Spring 2007

A question was raised about the maximum enrollments for online courses. The maximum changes due to the Distance Learning Agreement. Lane suggested that if there is a pattern of running online courses with 4 or 5 students consistently, then there needs to be a look at whether this course should run or not.

A question was raised regarding the deadline for the wait list. Grace will speak with Colleen regarding this issue.

There was a suggestion of giving at least two years for a new program to grow before cancelling the classes for the new program. There was also a suggestion of a one year time limit on new courses.