

**Academic Affairs Leadership Team**  
**Thursday, January 17, 2013**

I. CHECK – IN

a) Agenda

- Dept. Chair/Coordinator Evaluations - Bill
- Dept. Chair Professional Development – Bill
- Program Review Results - Bill
- Upcoming DCE Contract Negotiations - Bill
- Grade Grievances – Dawna and Nita

II. ACTION ITEMS

a) Dept. Chair/Coordinator Evaluations - Bill

Bill informed the group that section 20.08 of the MCCC contract states that Department Chairs and Coordinators should be evaluated each year. Sharon performs the evaluation process that members of the designated departments evaluate. However, Bill suggested that the Deans provide assistance to the Dept. Chairs/Coordinators in the form of goal setting and suggestions of professional development.

b) Dept. Chair Professional Development - Bill

Bill informed the group that based on the work that Pat Morrow has completed regarding Department Chair professional development, a one and a half day professional development opportunity will be provided for the Dept. Chairs/Coordinators to be set at a later date.

**ACTION(S): Bill will forward the results of Pat's survey to the group for review.**

c) Program Review Results - Bill

Bill informed the group that he has received feedback from the Department Chairs/Coordinators regarding the program review results of their programs. They would like to know what happens to their suggestions if funding has been requested. Bill suggested that the Deans meet with their faculty to discuss adding items into their upcoming budgets.

d) Upcoming DCE Contract Negotiations - Bill

Steve Fabbrucci informed Bill that DCE contract negotiations will be beginning shortly. Bill asked the group for suggestions that they might want to see addressed in the new contract. Sharon suggested having the evaluation summary reports sent out electronically and also clarification on what the criteria should be for hiring a faculty member at a step other than one. There was also a suggestion of allowing syllabi to be shared among faculty.

**ACTION(S): Sharon will forward the suggestions to Steve Fabbrucci.**

e) Grade Grievances Procedure – Dawna and Nita

Dawna and Nita attended the meeting to review the grade grievance procedure with the group. They informed the group that at the informal stage, the Dean is not involved. At the formal level, the student should inform the Grievance Officer, who is designated as Grace Young. The student should not be referred to the Dean at this level.

**ACTION(S): The Deans will inform their faculty of the procedure for grade grievance and also notify them that Grace is the Grade Grievance Officer.**