

**Academic Affairs Leadership Team
Thursday, January 19, 2012**

I. CHECK – IN

a) Agenda

- Introduction of Laurie Dimitrov, Alexis Fishbone - Nora
- Supplemental Instruction - Bill
- External Organizations - Bill
- Program Enrollment - Bill
- Core Academic Skills - Bill
- Capital Budget Requests FY13 – Bill
- Divisional Goal Reports - Bill

II. ACTION ITEMS

a) Introduction of Laurie Dimitrov and Alexis Fishbone - Nora

Nora introduced Laurie Dimitrov, the new Director of Admissions/Recruitment. Laurie will focus on recruitment efforts at the college and would like to attend division meetings to discuss her efforts. Laurie will also interact with area high schools and outside agencies.

Nora also introduced Alexis Fishbone who is the new Financial Aid Director here at the college.

b) Supplemental Instruction - Bill

Bill asked the group to identify those Fall 2012 courses that they would like to have supplemental instruction in as soon as possible in order to add them to the master schedule. Judy Zubrow and Sue Grolnic have indicated their needs. Grace needs the information by March 2.

ACTION(S): Sharon will schedule a meeting the second week of February for Linda Shea, Sue Grolnic, Judy Zubrow and Bill to discuss supplemental instruction.

c) External Organizations - Bill

Bill asked the group for a list of any new outside organizations the group may be partnering with.

ACTION(S): The group will email Bill by Thursday, January 26, 2012 of any external organizations they may be working with.

d) Program Enrollment - Bill

Bill notified the group that the college has become involved with a goal of increasing the number of associate degrees and certificates completed by 50% in 2020. In developing a method to accomplish this, Tom Fallon has provided the group with the current completion rates by program and added an increase of 50% to the total. Bill would like to begin developing a method to ensure the college meets this goal.

Bill stated that he would like to suggest to faculty that they begin to consider enrollment goals as part of their yearly goals. Bill also notified the group that there is data available regarding programs on the Institutional Research & Planning website.

ACTION(S): The Deans will meet with department chairs/coordinators by February 24, 2012 to discuss which programs in their areas that they expect substantial changes in such as enrollment changes (new programs, program closures, etc.) and report back to Bill by then.

e) Core Academic Skills - Bill

A memo was distributed to those Deans who have courses in their programs that are eligible for the intensive course requirement.

ACTION(S): The Deans will hand deliver these documents to the department chairs/coordinators for review and to decide if they would like any of the courses to meet the intensive course requirement. The information is due back to Suzanne Van Wert and Ellen Wentland by mid-February.

f) Capital Budget Requests - Sharon

Bill notified the group that the capital budget request will be completed earlier in the budget process this year. We are awaiting more information from Finance as to the definition of capital and what the threshold is for capital purchases.

g) Division Goal Reports - Bill

Bill would like to discuss one or two reports on division goals at the upcoming AALT meetings. Chuck and Grace will report out at the next AALT meeting. Bill would also like to see fewer goals but more measurable goals.