

**Academic Affairs Leadership Team
Thursday, January 31, 2013**

I. CHECK – IN

a) Agenda

- Early College – Ellen G. and Laurie W.
- Perkins Improvement Plans - Wendy
- Distance Ed Priorities - Bill
- Math Chart - Noemi

II. ACTION ITEMS

a) Early College and Other PK-12 Activities – Ellen G. and Laurie W.

Ellen discussed her initiative to build in support for faculty who are teaching Early College or dual enrollment courses with high school students. Noemi suggested tracking students in order to support outreach activities. Sharr suggested collaborating on transportation to bring middle school students to the college to save on the cost. Judy suggested creating a pool of adjunct faculty who are able to teach courses in high schools. Ellen also informed the group that she has implemented syllabi review.

ACTION(S): Noemi and Ellen will meet to discuss tracking options. Ellen will schedule a follow-up meeting with the Deans for further discussion.

b) Perkins Improvement Plans - Wendy

Wendy discussed the Perkins Improvement Plans with the group and the deadlines for submission. She stated that the plans are due at the end of February.

ACTION(S): Deans will forward their Improvement Plans to Sharon no later than February 25.

c) Distance Ed. Priorities - Bill

Sharon provided the group with the Distance Ed courses for approval. The group prioritized the list for Bill's review.

ACTION(S): Bill will review the list and send out the priorities to the group.

d) Math Chart - Noemi

Noemi informed the group that the April 1 early registrations will include advising on the new math chart. Grace stated that the faculty needs training on the new math chart in order to serve the students.

ACTION(S): Noemi will meet with Dept. Chairs/Coordinators to discuss.