

**Academic Affairs Leadership Team**  
**Thursday, March 16, 2012**

I. CHECK – IN

a) Agenda

- Employee Hiring Process - Bill
- FY13 Staff Requests - Bill
- Academic Affairs Committee - Bill
- Academic Master Plan – Bill
- FY13 Budget – Bill
- Credit/Non-credit workgroup - Kelly

II. ACTION ITEMS

a) Employee Hiring Process - Bill

Bill communicated with Mary Chatigny and Judith Kamber regarding a potential policy change to the current hiring process. In effect, the change would require interviews of all minority candidates at the hiring committee level if the candidates met the minimum qualifications of the posting. Bill reported the results of the AALT discussion on this topic to Judith and Mary, and invited them to a future AALT meeting to discuss the issues in greater detail.

Bill also stated that when an interviewed candidate is not chosen, a personal telephone call by the hiring Dean should be the way the candidate is notified.

b) FY13 Staff Requests - Bill

Sharon provided the group with a spreadsheet containing all of the FY13 staff requests. Each area gave a brief description of their requests.

**ACTION(S): The group will send Bill a prioritization of the requests by March 23, 2012.**

c) Academic Affairs Committee – Bill

Bill notified the group that Allan Hislop has decided to leave his position as Chair of the Academic Affairs Committee at the end of this academic year. Bill asked the group to encourage faculty and staff to think about joining the committee.

d) Academic Master Plan - Bill

Bill asked the group to review the Academic Master Plan and provide him with their feedback.

e) FY13 Budget – Bill

Sharon is meeting with all of the divisions this week to review the budget process. At this time, the divisions should not worry about making estimates of their DCE budgets as Bill and Sharon will complete this portion.

f) Credit/Non-credit workgroup – Kelly

Kelly and his team will be meeting after the AALT meeting. The group has designated the CIS area as a pilot program for integrating credit and non-credit students. The group will also examine the Sleep Technology and Respiratory Care programs for possible linkages.