

**Academic Affairs Leadership Team
Thursday, October 6, 2011**

I. CHECK – IN

a) Agenda

- Faculty Staff Hiring Process - Bill
- Master Schedule Process - Bill
- Social Media - Chuck
- Space - Bill
- AALT Team Building - Bill
- Writing Intensive Courses - Bill

II. ACTION ITEMS

a) Faculty Staff Hiring Process - Bill

There was a discussion regarding the process for FT faculty hiring and how the process is working. It was stated that not everyone comes to the meeting prepared and having read the data regarding courses. Janice suggested moving back to providing a binder with all the data collected in one place.

There was also a discussion regarding the makeup of the group and who from each area should be attending.

ACTION(S): Bill will review the makeup of the group. There should be one administrator and one faculty member from each division.

b) Master Schedule Process – Bill

Bill informed the group that the student success proposal will not be implemented this year. However, when the proposal is implemented, it will most likely impact the master schedule and we will need to revisit the master schedule process.

c) Social Media – Chuck

Chuck stated that there is a Facebook page for one of the clubs in his area and that a faculty member was concerned about the content in the page. Chuck asked the group if there any formal policy regarding social media. Bill stated that there is a policy and that he had sent it out for review.

ACTION(S): Jackie will ask Gina if she can attend a workshop for the Deans regarding social media.

d) Space - Bill

Bill reminded the group that if they have not notified him of their space needs, they will need to send them in as soon as possible.

e) AALT Team Building - Bill

Bill informed the group that our AALT team building meeting will be held on November 3, 2011 and lunch will be provided. The focus of the meeting will be on meeting skills and communication.

f) Writing Intensive Courses - Bill

Janice asked about the impact of adding more writing intensive courses given the maximum enrollment of 22. This may have some impact on room issues and the group should be aware of this issue.

g) ATD Core Team – Bill

Bill notified the group that Terry Cargan will be leaving her position on the ATD Core team and that the group is requesting that new faculty join.

ACTION(S): The group will notify Bill of faculty who wish to join the ATD Core team by the next AALT meeting.