

**Academic Affairs Leadership Team**  
**Thursday, October 12, 2012**

I. CHECK – IN

a) Agenda

- Experiential Learning – Sue G.
- IT Needs – Jeff Bickford
- 13 Week Course Scheduling - Judy

II. ACTION ITEMS

a) Experiential Learning – Sue G.

Sue provided the group with an overview of Experiential Learning and her new role here at the college. She is gathering input on the support for experiential learning at the college and how people think it could work. Noemi stated that she currently uses this tool in her lab science externships to assist students with employment once they complete the program. Noemi explained that the student is assessed three times during the semester to ensure satisfactory progress is being made. Noemi also felt that when the internship is embedded into the course, the students are more successful. Grace also stated that by having the internship embedded into a course, the course is likely to transfer easily.

The group discussed the notion that many programs currently are participating in internships such as Deaf Studies and Early Childhood Education. Chuck stated that he is having a difficult time in finding faculty who are willing to supervise a practicum for students.

b) IT Needs – Jeff Bickford

Jeff notified the group that his department will soon initiate a new training program for the divisions. Jeff stated that a software training session was held earlier in the semester and that he received positive feedback. At this time, it was decided that specific software needs in a department should be budgeted for by the department in need. Jeff also informed the group that Sharon suggested a central database of software currently in use by the college and that he will implement the suggestion.

Sharon also suggested a bullet in the budget instructions that Academic Affairs sends to all budget managers letting them know that they should be budgeting for their specific software needs that are in addition to normally available software on campus (Microsoft Office, etc.). Bill suggested scheduling a meeting with Tommie Corbett early in the budget process for those areas that need information on software costs.

Linda Shea requested information on what software is located on what computers. She stated that many times students are looking for a particular program and she

is not always aware of where the program may be located. Jeff stated that IT has formed a reporting team to develop reports and prioritize needs.

c) 13 Week Course Scheduling - Judy

Judy would like to remove PSY101 from the 13 week course scheduling rotation at this time. She would like to add a CSS101 course in its place. Grace suggested adding more shadow courses to the 15 week schedule and Bill agreed.