

**Academic Affairs Leadership Team
Thursday, November 3, 2011**

I. CHECK – IN

a) Agenda

- Holiday Lunch - Bill
- Professional Development Recap - Bill
- Master Schedule Task and Timeline - Bill
- Syllabus Review Rubric - Bill
- Review of Work teams - Bill

II. ACTION ITEMS

a) Holiday Lunch - Bill

Bill spoke to the group regarding the importance of getting together at the end of the year. A decision was made to have a holiday lunch in the month of December. A tentative date of December 15 after our AALT meeting was discussed. An alternative date of December 16 is available also.

ACTION(S): Members of the group will notify Sharon by November 7 of their availability for the December 15 or 16 dates.

b) Professional Development Recap – Bill

Bill discussed the feedback and his thoughts on the professional development workshop held on Nov. 1 with Judith Kamber. Bill noted that one theme throughout the afternoon was the question of the purpose for the AALT. The AALT assists in the development and implementation of the work in the Academic Affairs Division. The Academic Affairs goals should also be shaped and implemented by the AALT. Bill asks the group to provide three goals for the coming year to be discussed at the next AALT meeting to begin the work for the new Academic Master Plan. Bill is also meeting with the Department Chairs and Coordinators to discuss the next Academic Master Plan.

Bill also felt that another recurring theme was that of active listening. It appeared that the impact of not being listened to by others has caused some feelings of stress and isolation from the group. Finally, the pace of the work was an issue for most members of the group. Bill discussed working on one agenda item for the next meeting. The Academic Affairs office will provide an information packet ahead of the meeting of issues that do not need action.

ACTION(S): Each member of the group will send Sharon their top three goals for the next Academic Master Plan by November 14. The Academic Affairs office will provide an information packet to each member before the next meeting.

c) Master Schedule Task and Timeline - Bill

A review of the master scheduling process will need to be started in the next year. Currently there are issues with the process and the ability of the process to coincide with the Degree Works program. Academic Advising would like to have the master schedule courses available at least two years out for review for the students. There was a discussion of adding Learning Communities courses and Distance Education courses to the task and timeline.

Noemi suggested identifying those courses that will run every semester and making them available for Degree Works to use but not including times and dates with the courses. Gene Wintner discussed the new Core Academic Skills requirements and how that process would affect the Degree Works.

Sue Grolnic suggested adding required courses in the afternoon so that students could be here for an entire day. There was also discussion about special courses competing with regular courses during the day. Noemi suggested that the specialized courses need to be promoted in order to fill and that they should not compete with regular courses in prime time during the day.

d) Syllabus Review Rubric - Bill

Bill provided the group with a syllabus review rubric created by Jorge Santiago for the SFIG on Latino males for review. A discussion ensued about having faculty use this as a means to ensure that their syllabi were complete and understandable. It was felt that the Deans are already working through this process and that the Syllabus Review should be a professional development issue. Bill suggested that once Jorge has completed his research, the tool may be useful.

e) Review of Work Teams - Bill

The credit/noncredit group held an open forum for discussion about the integration of credit and noncredit classes. Kelly stated that he received positive feedback and that there is a pilot integration that will be held in Fall 2012. The group will identify links between credit/noncredit in January of 2012.

The program review group has defined an overall plan and will discuss their ideas with Bill. The Distance Education group is meeting with Bill today to discuss their ideas.

The resource development group has been meeting with Wendy and has invited her to a Department Chair/Coordinator meeting to discuss the possibilities for grant funding and how the process works. Noemi has also invited Wendy to a division meeting.