

**Academic Affairs Leadership Team**  
**Thursday, November 18, 2011**

I. CHECK – IN

a) Agenda

- Judy Zubrow Introduction - Bill
- TouchNet – Prakash Patel
- Possible AMP Goals - Bill
- AMP Process - Bill

II. ACTION ITEMS

a) Judy Zubrow Introduction - Bill

Bill introduced Judy Zubrow to the group. Judy is the new Dean in the Foundational Studies, Liberal Arts and Sciences Division.

b) TouchNet – Prakash Patel

Prakash informed the group that the College is now able to receive payments online from students through the TouchNet program. TouchNet integrates with the College's Banner system in real time. Prakash also informed the group that ebills will be implemented with the Spring 2012 semester.

Prakash also notified the group that an article will be published in the Observer as a way to notify the college community about the new services available. Prakash also offered to attend division meetings to discuss this new system.

c) Possible AMP goals - Bill

Bill provided the group with a handout of possible Academic Master Plan goals that Sharon received from each of the members of the group. A discussion ensued as to what the AMP goals should be and a preliminary list was created. The list includes:

- Workforce Development
- Distance Education/Instructional Technology
- Community Expectations
- Curriculum/Pedagogy/Professional Development
- Faculty
- Master Schedule (all aspects)
- Other
- Advising
- Integration of Initiatives
- Student Services
- Resource Development
- Technology/Facilities

The list is a first draft of what the group considers to be important. Bill suggested that the Deans should have a discussion with Department Chairs/Coordinators to review data that has been collected and also to look at new data available to see if we are in alignment with the above possible goals.

Judy Zubrow suggested that the group review the recommendations of the NEASC report and align the AMP goals to the report.

d) Academic Master Plan Process - Bill

The group discussed ways of involving more of the faculty and staff in the AMP process. Bill will meet with the Department Chairs/Coordinators to discuss the process. Jackie suggested meeting with the divisions and receiving feedback on the proposed goals.

**ACTION(S): The discussion will continue regarding the AMP process over the next month. Bill will report back to the group at that time.**