

**Academic Affairs Leadership Team
Thursday, December 13, 2012**

I. CHECK – IN

a) Agenda

- Financial Aid Professional Development - Bill
- Quality Matters/iTeach - Bill
- Core Academic Skills - Ellen
- Academic Master Plan – Bill
- Distance Ed Strategic Plan - Bill

II. ACTION ITEMS

a) Financial Aid Professional Development - Bill

Bill informed the group that Alexis Fishbone has offered to provide a FIN Aid 101 workshop to the divisions if they were interested.

ACTION(S): The group will follow up with Alexis if they are interested in the workshop.

b) Quality Matters/iTeach - Bill

Bill let the group know that Melba has offered to provide training in Quality Matters and iTeach to the Deans if they would like to have it. Bill also let the group know that the time frames are 6 hours face to face or two three hour sessions perhaps at spring break for Quality Matters. There is a longer online version. iTeach would be an even longer commitment of time.

ACTION(S): The group will let Sharon know their availability and interest in receiving the training by January 3.

c) Core Academic Skills - Ellen

Ellen and Suzanne Van Wert met with the department chairs/coordinators to discuss the core academic skills work. New students starting in Fall 2014 will have to meet the requirements of taking at least one intensive course in each core skill to graduate with an Associate Degree. Ellen also informed the group that PIF funds are available for faculty to attend workshops.

ACTION(S): Bill asked the Deans supervising faculty to please meet with any faculty that are responsible for programs and make sure they make the effort over the next nine months (while we have PIF funding) to get their programs ready for this requirement.

d) Academic Master Plan – Bill

The AMP goals will need to be updated by January 15. Bill informed the group that chairs of the goals will need to provide a report on the status of their goals.

e) Distance Ed Strategic Plan - Bill

Bill thanked Judy, Sharon, Nancy and Sharr for their work on the Distance Education strategic plan. The group discussed the plan and Judy asked for feedback from the group.