

**Academic Affairs Leadership Team  
Thursday, March 10, 2011**

I. CHECK – IN

a) Agenda

- Registration cut-off date - Lane
- CIT - Lane
- Blackboard 9.1 – Jeff, Cherie
- FY12 Staff Requests - Lane

II. ACTION ITEMS

a) Registration Cut-off Date - Lane

Lane informed the group that the new cut-off date for registration will not be implemented in the Fall 2011 semester. Lane noted that this was a proposal that was sent out for response.

**ACTION(S): Lane will speak with Mary Ellen and together they will send out a communication regarding the responses received.**

b) CIT - Lane

Lane notified the group that Al Foucault has retired from the college. He also noted that Al was chair of the Academic Technology committee and was also a member of the Distance Education committee.

Lane notified the group that the training function of the Academic Technology area will be merging with the Office for Faculty and Staff Development. Jackie brought up her concerns that Distance Education was moving into a situation where there needs to be strategic planning around the future of Distance Education.

Discussion followed regarding a job posting for Al's replacement. It was decided that an interim director position will be posted at this time.

**ACTION(S): Lane will provide a posting for an interim director of Academic Technology.**

c) Blackboard 9.1 – Jeff Bickford and Cherie Hagen

Cherie provided a handout to the group notifying them of the training schedule for Blackboard 9.1. Academic Technology will also send out a college wide email asking that people log into the new system.

Cherie also notified the group that all courses will need to be backed up in order to have them migrate to the new Blackboard.

**ACTION(S): Deans will encourage faculty to contact Academic Technology regarding their online courses. Bill Heineman will provide the group with the list of online courses college wide that he has. Lane will take the request of a checklist to MACER regarding the online courses.**

d) FY12 Staff Requests - Lane

The group reviewed the spreadsheet of FY12 Staff Requests provided by Sharon. There was a quick review of the positions.