

Academic Affairs Leadership Team Minutes – December 2, 2015

Attendees: Sharon McDermot, Judy Zubrow, Janice Rogers, Grace Young, Shar Wolf, Kim Burns, Donna Bertolino, Carolyn Cohen-Knopfler, Nancy Julin, Diane Zold-Gross, Bill Heineman, Kelly Sullivan.

1. On-line Course Determination

Kim Burns and Melba Acevedo discussed the proposed criteria for determining on-line courses. In the past, divisions have been asked to prioritize courses. AMP & the Distance Education Strategic Plan call for something more formal. Kim and Melba went over the list (provided at the meeting) for input. Judy noted that the bulleted criteria seemed to be enrollment driven and stressed the importance of including pedagogical alignment.

This new system will be piloted in the spring. Deans will present and defend courses in January. Those that are approved will go through the application form with Melba & CIT.

We should consider necessity vs. request. It is necessary to put some courses on-line to expand enrollment. Shar asked that space be made available for niche courses where there is need to boost enrollment and there has not been an opportunity to have these courses on-line in the past. Melba suggested budgets to accommodate the various categories of courses being proposed for online. Kim suggested adding “launch of new programs” to the criteria.

2. Minute Calculations for Day Classes

Janice stated that traditionally, day courses have not had breaks built into them with the course calculator. Long evening classes have included breaks, and some faculty have raised concerns about this, particularly in the AP Department and TAPS division. With 2 + 2s, there has been a 10 minute break implied by past scheduling practice in the day. Some faculty have been using the 10 minutes for extra help, class time, additional test time, etc. The goal is to make things consistent. Janice thinks we need to use the same calculator in the day as in the evening. Bill said building breaks into day courses creates ripple effects, including scheduling fewer sections as prime times. Sharon noted the need for consistency. Is it 100-minute classes that need a break – across the board? That will create ripple effects. Judy stated that seat time is not a discussion at 4 yr institutions. This is something we can determine internally. We will proceed as we have been planning to with breaks scheduled at night but that are optional for faculty to use and not scheduled during the day. The impact of the change in 2+2 courses has not been determined yet for the Health division.

3. Mobile Advising

Grace discussed the mobile advising unit that she has proposed, which would include an FA counselor. The goal is go to the student rather than to have students go to the center. Reach them in the classroom, in Spurk lobby, etc. One challenge would be the lack of computers and access to Banner. Another challenge is finding class time to do this. Also, some students have holds, etc. Advisors could pull rosters early & check in advance. There are division meetings tomorrow. Deans will check with faculty to see who opts in to have mobile unit in class. Bring support to students. Build teams for mobile units; advising, tutoring, etc.

4. New Hiring Process

Bill discussed the new (pilot) process for new hires. In addition to requests having to be approved by the VPs on Monday meetings, postings will go internal first for 1 week. This does not apply to the hiring of PT faculty and probably not FT faculty.