

**Expanded Academic Affairs Leadership Team
Thursday, September 11, 2008**

I. CHECK – IN

a) Agenda

- AALT meeting process
- Flexible Course Scheduling
- Course Requisition Process
- Expense Reimbursement PT faculty
- NECC Fund
- AALT Photo
- Academic Facilities Committee

II. ACTION ITEMS

a) AALT meeting process

Lane asked the group if they had reviewed the meeting process that was accepted when he became the Vice President. The group responded that they felt that the meetings were going well and that many things were being accomplished.

ACTION(S): Lane will send a note to the expanded AALT explaining that Sharon will be sending the agenda of the AALT meetings to them. If they would like to attend a meeting, they should discuss it with their supervisors.

b) Flexible Course Scheduling

Chuck Phair and Sue Grolnic are working on a report for Lane recommending that the flexible course schedule plan start with a hybrid block of classes. The target start date of implementation is Fall 2009.

Chuck and Sue stated that a student orientation for this type of scheduling will need to be designed. They are also looking at software (ASTRA) that will provide analysis of the scheduling process. They will report back at a future meeting.

c) Course Requisition Process

A question was raised about the timeline for course requisitions between divisions for programs. Lane stated that the next round of annual scheduling dates will be going out earlier than in previous times.

Jackie stated that the coordinators in some of the programs have not yet selected students when the scheduling process begins. Beth stated that she would like to know ahead of time about the requisitions so that she could plan properly.

ACTION(S): Lane will send out the scheduling task and timeline for review by the Deans before it begins.

d) Expense Reimbursement PT Faculty or Staff

Lane asked the group if faculty and staff get reimbursed for required travel. The group stated that FT faculty and staff do get reimbursed. Jackie stated that she is losing PT clinical staff due to the fact that they do not get reimbursed for travel to clinical sites.

ACTION(S): The group will devise a way to reimburse PT faculty who travel as part of their workload. Jackie will work with Sharon to discuss what she will need for mileage to be put into her budget.

e) NECC Fund

Lane announced that the lighting request for the Theatre has been approved by the NECC fund. He also stated that internal fundraising will continue and suggested that there be some assistance with this effort. Jean Poth will speak at a future AALT meeting regarding this fund.

The group was not in favor of having the Dean's promote this as it was felt that some faculty would feel that they had to contribute. The group also did not think that publishing the list of donors to the college community was a positive thing.

f) AALT Photo

A new date is needed to complete the AALT photo. The Deans will try to find a date via email.

g) Academic Facilities Committee

The Committee will be dissolved since there is a new CIO with the college. A technology management committee will be starting up and David Kelley will be the representative for the Deans.