

**Expanded Academic Affairs Leadership Team  
Thursday, October 23, 2008**

I. CHECK – IN

a) Agenda

- Retreat Location
- Capital Assessment Inventory
- CADA Update
- LC Article
- Labels for Faculty Advisors
- Honors Colloquium
- Setting Dept Goals

II. ACTION ITEMS

a) Retreat Location – Sue Grolnic

Sue informed the group that the Retreat location will need to be changed due to the current economic climate. The Retreat will now be held on campus in the Library Conference Area A and B if they are available.

**ACTION(S): Sue will notify the group of the location of the Retreat when it is confirmed.**

b) Capital Assessment Inventory – Chuck Phair

Chuck stated that he attended a meeting approximately three weeks ago with Sue Wolfe, Marie Burchell and Lane to discuss ways to begin to assess our capital inventory on campus.

The group is in the process of identifying what capital assets are here on campus and what life expectancy might be left in those items. Chuck will keep the group informed as to the progress of the project.

c) CADA Update – Beth Wilcoxson

Beth provided the group with an update to her last meeting with CADA. There was a discussion at CADA about the upcoming budget cuts and how the various colleges were thinking about ways to make the cuts.

Beth also discussed the fact that she will need someone to fill in for her at the November 21<sup>st</sup> meeting as she will be away.

Beth also asked the group if they would attend a meeting of CADA if it were held at the college. The group agreed to attend.

**ACTION(S): Beth will send an email asking for someone to attend the November 21<sup>st</sup> meeting of CADA.**

d) LC Discussion – Sue Grolnic

Sue Grolnic asked the group if they had a chance to read the Learning Communities article that had been sent to them previously. Most of the group had not read the article yet. Sue suggested that we add this to another future agenda for further discussion.

Sue did inform the group that the Learning Communities Committee had been reorganized. She noted that a new position has been added to the Committee. The position is the role of supporting Dean and she asked Chuck to participate. She also noted that the Committee will move between the Lawrence and Haverhill campuses for future meetings.

e) Labels for Faculty Advisors – Grace Young

Grace noted that her area has been sending out the labels for advisors to mail out packets to their advisees. Due to the fact that the Help desk will no longer provide labels, the individual areas will need to provide their own mailing labels.

f) Honors Colloquium – Ginger Hurajt

Ginger notified the group of some changes that have been made to the Honors Colloquium program. She stated that there is a new application procedure which lowers the GPA to 3.3 for the students.

The requirements have also been changed to two projects, a service learning project and the Honors Colloquium course.

There was a discussion about how the course should be noted on a student's transcript and what elective would be satisfied. Grace stated that the course causes a problem with the Commonwealth Transfer Compact. Ginger stated that the course was published as a free or open elective.

Sue Grolnic suggested that more work may need to be done with the outlines of the courses before they go to the Honors Committee.

**ACTION(S): Ginger will contact the Deans to arrange a time for her to attend their division meetings to discuss the Honors Program.**

g) Setting of Department Goals

There was a discussion about the purpose of how we go about setting goals for the individual divisions. Chuck felt that there needed to be a discussion revolving around how to place a value on these goals and how to evaluate whether they have been met or not.

There was also a question of what setting a goal means and what are the consequences of not meeting those goals. Jackie stated that her area looks at the goals of the college and aligns her area with those.

**ACTION(S): Jackie will send her goals out to the group to review.**