

ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, June 28, 2007

I. CHECK – IN

a) Agenda

- Cap Fees
- FY08 Goals and Objectives
- Convocation Schedule
- New Faculty Orientation
- Faculty Hiring List
- Mass Dropping of Students
- Online Registration

II. ACTION ITEMS

a) Cap Fees

Grace asked about a tech fee for courses across the board. A question arose as to what are the guidelines for assessing a tech fee to a course. It was felt that the present guidelines are too weak.

ACTION(S): Lane would like the Deans to review the memo of course with cap fees and respond to him as to which courses are inappropriate to receive a fee.

b) FY08 Goals & Objectives

Incorrect forms were originally sent out for FY08 goals. The correct forms have been sent out and are due to Lane by July 31.

Since we do not have an Academic Master Plan in place yet, the Division goals will have to wait for that to be completed.

c) Convocation Schedule

Lane will use the same format as last year. Discussion will center around StrengthsQuest and the Academic Master Plan.

ACTION(S): Lane will email the agenda to the Deans.

d) New Faculty Orientation

A subcommittee will be formed to meet and discuss a format for new faculty orientation.

ACTION(S): Judith, Ellen G, Jackie, Patty, Beth and Bill will meet to discuss the format and report back at a later date.

e) Faculty Hiring List

Beth has removed the Dance Instructor position from the faculty hiring list for this year.

Lane would like to start the FY08 hiring process earlier in the year. All items on the list will go back to the discussion table along with other new requested positions.

David asked about the hiring of future professional staff. Lane stated that he will develop a process for professional staff and consider them separately.

f) Mass Dropping of Students for Non payment

There was a discussion around lack of communication between areas when students are dropped for nonpayment. Ellen G. stated that she had students on scholarships who were dropped for nonpayment in the Summer semester. The consensus from the group was that this has not been done in the past. Mary Ellen stated that this has indeed happened in the past.

ACTION(S): Lane will discuss with Mary Ellen a timeline for drops and also some policies and procedures.

g) Online Registrations

Mary Ellen stated that Academic Affairs drives most of the online registrations. Lane feels that all students should have the capability to register online when all the "glitches" have been worked out. Ellen stated that she felt that at the present time, there are not enough stopgaps applied.

David stated that we need to define what online registration actually is before we proceed.

ACTION(S): The Deans will start a dialogue with department chairs and coordinators. A meeting will also be scheduled for the fall with Mary Ellen and the Bursar's office.