

Academic Affairs Leadership Team
THURSDAY, August 23, 2007

I. CHECK – IN

a) Agenda

- College Service
- FY08 Budget
- Fall Drop/Add
- Online Purchase Orders
- Program Review
- KPI's
- Capital Outlay

II. ACTION ITEMS

a) College Service (Patty)

Patty asked if the ratio is still 15 – 1 for college service and also what evidence should the Deans accept at the end of semester. Is a list of meeting dates sufficient? Ellen stated that her procedure is to meet with her divisions to discuss what the expectations are for college service.

Lane stated that there should be some sense of similarity but not to the level of detail that requires minute calculations of hours and minutes. Sue G. discussed her area and felt that she has not had a problem with calculating college service to date.

ACTION(S): Deans will have a conversation with their areas regarding this issue so that everyone understands the expectations.

b) FY08 Budget

The FY08 budget has been approved by the Board of Trustees and the capital funding has been cut.

ACTION(S): Sharon will distribute area budgets.

c) Fall Drop/Add

Mary Ellen Ashley is reviewing a list of the fall drop/add students. There is a feeling that the overall number is smaller. Once this occurs, class sizes will need to be looked at to see if there are any that are in danger of being cancelled.

Ellen stated that in some areas, there are still information sessions going on and therefore some students have not registered for classes yet. Grace suggested not opening any new sessions for classes at the present time.

There will be a cancellation meeting on Tuesday.

d) Online Purchase Orders

Starting in January of 2008, purchase orders will be done online. Deans will need to discuss what level of approval they would like to have in their divisions. Anything over \$1000 becomes capital goods.

ACTION(S): Sharon will send draft memo out to Deans for their approval.

e) Program Review

There was a discussion about clustering programs together for scheduling purposes for Program Review. There was also discussion of eliminating or reducing some of the elements needed for Program Review.

Lane would like a small group to review the schedule for Program Review. The Deans will develop the program clusters.

Ellen Wentland will schedule the programs that have not been scheduled to date and send it out for review.

Lane would like to see some reorganization of what the expectations are for outcomes assessments.

There was a general consensus among the group that the Program Coordinators have done some wonderful work with outcomes assessment.

ACTION(S): Lane would like to see a three year cycle developed and Ellen W., Ellen G. and Jackie will tackle that item.

f) KPI's

There was discussion of more dialogue with faculty, staff and colleagues regarding KPI's. Interventions have not been discussed regarding the KPI's. Angela will email the document that she and Patty have completed and feedback will be provided.

The KPI's were created by Tom Fallon's area and some of them will change.

g) Capital Outlay

David Kelley will talk to Al Foucault regarding allocation of computers for the developmental labs. Jackie will also review her health requests.