

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES**  
**THURSDAY, October 25, 2007**

I. CHECK – IN

a) Agenda

- Call Center
- Facilities Committee
- Early Alert

II. ACTION ITEMS

a) Call Center

Sharon explained the new process that will be in effect by the end of the year regarding the Call Center. A discussion took place regarding the level of access on the telephones that is available to all members in Academic Affairs.

It was decided that all faculty (DCE and FT) should have access to the MA and NH lines. The support staff should have access to level 4.

It was also mentioned that we need to be careful on what access is given when the phones are not secure.

**ACTION(S): Grace will provide Sharon with which access level she would like to assign her staff. Sharon will try to get the information in place on what each division has for a level of access.**

b) Academic Facilities

David reported that the Facilities committee will be making a recommendation to Lane regarding smart classrooms. They will also be establishing guidelines for the use of the smart classrooms.

David felt that the Deans should be informed of what the recommendations of the committee will be before they go to Lane for implementation. Beth suggested that the Committee review the charge they were given by Lane.

c) Early Alert

Dina Brown attended the meeting to discuss her Pilot Program for the Retention Committee. Dina is piloting a program to provide early intervention for students at risk. Her population was students who were in clubs. She stated that some clubs have grade stipulations in order to remain in those clubs.

Dina stated that she did not use any PACE students in the program. There was some concern about faculty receiving duplicate materials regarding the same students.

A question arose as to whether or not faculty were notified prior to receiving the forms. They were not and some were confused about the process of the forms. It was also felt that the faculty might be feeling somewhat overloaded by all that is currently going on in Academic Affairs.

Jackie asked if students had received an option to opt out of this program and Dina stated they were had not received such an option. David asked if there was going to be an expansion of this pilot program. He also suggested that this be brought before MACER.

d) CIT

David Kelley asked about the demand for a mini CIT area on the Lawrence campus. Jackie stated that there is a strong need for this.

**ACTION(S): Jackie will coordinate a focus group and report back to David regarding the Lawrence campus needs for CIT.**