

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, NOVEMBER 9, 2006**

I. CHECK – IN

a) Good news from the past week

- Student Advising and Reg. has started; articulation agreements are in process for Music, Business, Business Management, CIS, and Accounting
- Radiologic Tech reaccreditation went very well
- Coordinator assisted a student with math and the student got 100% on an exam
- Terry won the Name the Artist contest
- Carolyn Cohen has been appointed as the Learning Communities Liaison in the spring
- All grants are on track
- New faculty member complimented Beth on having a sense of humor
- David and Karen Mitchell successfully presented a workshop on Process Management
- Bid for the reconstruction of the library has been accepted
- Rumsfeld resigned

b) Lane distributed a list of ground rules which were created by the deans at the October 26 meeting.

II. ACTION ITEMS

a) Meeting Student Scheduling Needs

Lane polled the group on Scheduling topics listed in the agenda and the two greatest areas of importance were: meeting student scheduling needs and roles and responsibilities.

Increased communication is needed between DASS to ensure proper scheduling and filling of needs by other areas.

After 1 pm many classrooms are under utilized. Many students do not want a five day schedule due to other commitments. Back to back courses on T/R could work for students. Offer students General Studies course 1 day a week for three hours.

Discussion to cover three topics: instructional delivery methods, time of day courses are scheduled, and program requirements.

Draft Scheduling Process:

- ◆ Software/Technology which includes scenario planning ability, innovation, flexibility
- ◆ Recognizes/incorporates constraints
- ◆ Stability with real time change ability

- ◆ Respect for faculty needs
- ◆ Multi-year scheduling
- ◆ Data-based (student preferences/external needs, community needs)
- ◆ Joint effort between Academic Affairs and Enrollment Management

b) Roles/Responsibilities

Master schedule is rolled from Banner to Excel from previous year and sent to DAAS. Changes are made and then delivered to the Registrar, changes sometimes do not occur.

Department Chair/Program Coordinators hand in preferred schedules to DAAS.

ACTION(S): Early Master Schedule Review meeting (12/13) will be cancelled and the January 17 meeting will be held. Deans and DAAS will cancel classes and Lane will monitor. Lane will speak with Sue Shain and Colleen Walsh regarding submission of courses for Fall 2007. Lane will schedule a two hour meeting with DAAS.