

**ACADEMIC AFFAIRS VP/DEANS MEETING NOTES
THURSDAY, DECEMBER 14, 2006**

I. CHECK – IN

a) Agenda

- MVOTEC Tech Prep
- Program Review
- Database and Stuff
- Scheduling
- Retention Committee
- College wide email
- Non Unit Employees
- Budget
- Dean's data

II. ACTION ITEMS

a) MVOTEC Tech Prep

Cindy Therrien attended the meeting today in regards to grant funds being available for MVOTEC work

Dean's asked to identify areas for articulation agreements, submit a stipend amount for faculty working on the grant, and recommend who would do the work for the agreements and the linkages

Coordinators have done this work in the past

Will revisit at January 2007 meeting with recommendations from the Deans

b) Program Review

Nine programs are slated to be reviewed this year

Communication breakdown between Deans and Director of Program Review

Feeling of faculty being put in awkward position between the Deans and the Director

Work toward closing the communication gap

Committee formed with Lane, Jackie, Sue G, Ellen G, and Ellen W to work out issues

Will update at next meeting

c) Database & Stuff

Will present forms that have been updated at the convocation

d) Scheduling

Beth is waiting for other divisions to request seats for Spring 2007 master schedule

MCO forms are in scheduling packet and please submit them in a timely manner in order to ensure there are seats available

e) Retention Committee

Member of committee are: Angela, Ellen G, Sue G, Deirdre Budzyna, Joanna Fortna, and Stephen Slaner

In process of getting student feedback on retention

Distant Ed process management team has already done some work on student surveys and online retention

f) College wide email

Review policy on college wide email and notify Lane of any concerns by Thursday, December 21, 2006

g) Non unit Employees

Non unit employees who are not state funded have been determined to be at will employees

h) Budget

No further update on reductions

McNair funds were cut and then reinstated

Hoping for budget cuts to be reinstated in January 2007

i) Dean's data

Terry, Bill, Beth, Candy and Ellen W are on the team and they will determine which information the Deans need to have available to them