

**ACADEMIC AFFAIRS LEADERSHIP TEAM MEETING NOTES
THURSDAY, FEBRUARY 22, 2007**

I CHECK –IN

a) Agenda

- Course Substitutions
- 100% Math Initiative
- Retreat Planning
- Program Review – Roles/Timeline
- DCE Make-up Procedure
- FT Faculty Day/DCE
- ORG Chart Review
- Academic Affairs Leadership Team
- Minimum Enrollment (On Line)
- F.T. Faculty Prioritization

I. ACTION ITEMS

a) Course Substitutions

Grace Dimmick indicated that her office does not always know what students are doing. Suggestion to look at the form and see if it works for everybody.

Colleen Walsh updated the group on the form. The form helps them to deal with the students. Sue Grolnic felt that it was perfectly fine. This provides a clear paper trail.

Question: Would Deans and Coordinators sign off?

V.P. Lane Glenn felt the lone signature by itself is insufficient. Multiple layers of review are needed. When decisions are made using this form, we are essentially approving changes to curricula that have been approved formally through the Academic Affairs Committee. Such changes should not be made lightly. It was felt that there is a need for **three** layers of scrutinizing for this form. V.P. Lane Glenn suggested not changing it quickly. Retroactively applied – Proactively defeats the curriculum. This also affects course scheduling and course sequencing. Presently there are not enough people involved in this process.

ACTION(S): Beth Wilcoxson will take this form to the Academic Affairs Committee. Need for multiple layers of scrutiny. The process should be approved by the Academic Affairs Committee. Beth will report back to the AALT two meetings from today.

b) 100% Math Initiative

David Kelly felt that the biggest challenge was the continuation of the present challenge. Developmental skills on the college level program.

Beth Wilcoxson felt that the biggest challenge was getting students to recognize the value of homework. This is not limited to math but to all of the other courses as well. There is a need to hook the students on the fact that homework is valuable. (Contextual) learning)

The Challenge: Need to get students into developmental classes. No data on adjuncts versus other instructors. There is a need to train the teachers. Vice President Lane Glenn told the group that this is not the end of the discussion.

ACTION(S): Lane asked Jeanette to record what action each dean/assistant dean would do.

Terry Lindgren told the Committee that we develop new courses and we need requirements for them. Suggestion: That we talk about it and look at where this is a good thing to do.

Beth suggested thinking about ways we can do learning communities with other areas.

Angela Guarino – Tutoring Center can play a role in this as well as the Assessment Center. (Learning styles related to students.)

It was suggested to assign students to people who teach Developmental Ed and in the first semester. David Kelley felt it should be “mandated” that students take Development Ed in the first semester.

- The math department needs to be more proactive.
- Find out how their math is being used.

Math is both a language and a way of thinking.

- Multiple ways for the Accounting and Business faculty to work.

Lane Glenn indicated that this is just the beginning of this discussion and that the other opportunities to talk about this are:

KPI Meeting next week.

Integrated Plan - Start Master Plan in the fall semester

ACTION(S): Lane suggested to the AALT that they share this report in their areas and discuss its implications for non-Math disciplines.

c) Organizational Chart

Lane handed out a sheet for everyone to review. It is the annual updating of collegewide organizational chart, initiated by the President's office.

d. Retreat Planning

Sue Grolnic mentioned the academic master plan vision and asked the question: "Where do we want to go academically?" Discussion of sub-groups and other models and things we (the committee) could do. Bill Heineman felt that things are so complex and hopes for the best for the group - goals, visions and not just individual issues.

Lane Glenn's suggestion to the group: Go with things that are current.
Strategic Planning -

CCSSE survey will give us a lot of information to move into a Master Plan.

Lane asked for only the "integrated plan piece" on the retreat agenda. He also asked the Committee if they want to spend part of the day developing the process for creating an Academic Master Plan. He indicated that they would still have something in March as well as in June if the Committee wanted that as well.

ACTION: Lane Glenn asked the group for agenda items one week from today.

e) Program Review Roles and Responsibilities –

Lane handed out copies of the Program Review Roles and Responsibilities. He feels that this is ready to go to press but the group is to let him know in the next few days.

Timeline: Big change. Need the group to end just as the budget process is beginning. This timeline picks up to begin in the middle of one year and end in the middle of next year. Ellen is arranging meetings. It was suggested to the group by V.P. Lane Glenn that they all are there.

ACTION(S): Please attend the orientation meetings for the Program Reviews that Ellen sets up.

g) DAAS –

A meeting was held last week of this group. The question asked was that as we plan for on-line courses, should we offer a shadow section of an onlie course historically has only generated five students. Suggestion from Lane

Glenn was not to schedule courses that consistently do not attract sufficient students to run stand-alone sections. There was some discussion of the payment basis. This issue needs discussion with Distance Learning Committee.

h) Full-time Faculty Teaching Day/DCE Courses:

Lane wanted to reemphasize that this can happen. They can teach Day/DCE courses, provided there is documentation that their schedule can mathematically accommodate the additional course(s) without “double-dipping.”