

**Expanded Academic Affairs Leadership Team**  
**Thursday, February 5, 2009**

I. CHECK – IN

a) Agenda

- Program Dashboard Model – Ellen W.
- F09 Schedule Review - Lane
- Pre – semester Online Orientation - Lane
- FY10 Budget
- Scholarship Review
- Search Committee Handbook
- Math Center
- FERPA

II. ACTION ITEMS

a) Program Dashboard Model – Ellen W.

Lane provided the group with a packet that looked at all of the disciplines at the college. He asked the group to review the information and think about how we might use the information to see how different programs are doing as far as enrollment, degrees or certificates awarded, allocated seats filled and class size.

There were some questions as to the validity of the information as it was presented since it did include directed studies. Jackie stated that we should be looking at secondary majors also.

David Kelley stated that the colleges could all get together and combine their assets in the best interests of the students. Chuck agreed, stating the information does provide us with our inefficiencies. The group agreed but they felt that the information should be cleaned up before it is put to use. Jackie also felt that we should be looking at trends that will appear in the information. Angela felt that we should also be looking at transfer and not just the awarding of degrees.

**ACTION(S): Lane will distribute the information electronically to the group and they will make corrections and then schedule a time to meet with Lane to discuss their findings in their individual areas. We will discuss again as a group in six weeks.**

b) FY09 Schedule Review

The group discussed the task and timeline for annual scheduling that was sent out in December. There was concern about the master schedule not being reviewed by the Dean's before it goes to publication. Lane asked the group if they wanted to build in review time and they agreed that it should be done.

**ACTION(S): Lane will push back the due date for faculty workloads and speak to Colleen Walsh about having March 8 as the deadline for review by the Deans.**

c) Pre-semester Online Orientations

Lane suggested to the group that early online orientations were becoming unnecessary and he would like to move away from having orientations before the start of the semester. Chuck made a suggestion of having IT provide some group orientations for students.

There was some concern that students did not know how to navigate within the online environment.

**ACTION(S): Lane will ask Al Foucault to attend a future AALT meeting to discuss.**

d) FY10 Budget

There are a number of options for cost savings in the FY10 budget that are under discussion right now. One of the options is a voluntary leave program for all units. There were some questions from the group regarding impact to retirements. Lane stated that this question is already under discussion with Human Resources.

Lane also stated that travel should be used with discretion for professional development purposes.

More to come on the budget at a later date.

**ACTION(S): Lane will send out the voluntary leave memo from Steve F. electronically to the group for review and comment.**

e) Scholarship Review

Please see Jean Poth to assist with scholarship review.

f) Search Committee Handbook

Sue provided the group with a draft handbook for review and comment from the group. She will also send the handbook out electronically and the group will respond back to her within a week.

g) Math Center

Angela let the group know that the new math center had opened and that in the first four days of opening she had 67 students come in and register. She also let the group know that there will be a grand opening on February 13 at noon.

h) FERPA

There was a discussion regarding the FERPA form and how the group should proceed. It was agreed that the form should be filled out regardless by the student if the student is over eighteen and the parents have any questions of the faculty.

