

**Academic Affairs Leadership Team  
Thursday, June 2, 2010**

I. CHECK – IN

a) Agenda

- Online Requisitions – Lane and Sharon
- Distance Ed Stipends - AI
- BOT Schedule – FY11
- Division/Dept. Meetings - Lane
- Class Scheduling Shaman - Lane
- 360 Degree Evaluation - Lane

II. ACTION ITEMS

a) Online Requisitions – Lane and Sharon

Bill informed the group that his division was having problems with the fact that there are only five lines to be filled in on an online requisition and that they typically have far more for one PO. Sharon let Bill know that there is a notes section where they can state that there are multiple pages to one PO and Jodi in Accounting and Finance will make the necessary changes. Sharon also notified the group that it is the Banner system that only has five lines per requisition.

Bill also noted that when IT purchases are made, there is some confusion as to what the process is since IT requests a paper requisition.

It was also noted that the person who initiates the requisition should notify the approver via email that there is something waiting for approval. There was a suggestion to the group that the approvers should be checking Banner for items needed for approval daily.

**ACTION(S): Lane will speak with Jeff Bickford regarding the issues with IT requisitions. Sharon will speak with Jodi to obtain written instructions on completing requisitions with more than five items.**

b) Distance Ed Stipends – AI

AI informed the group that the Distance Ed stipend budget for FY11 has been spent. He recommended that the group notify him of any more applications that may arise so that he can request more funding.

A discussion ensued about setting priorities for Distance Ed courses and what that list should look like. Jackie stated that her committee has been looking at this problem and will report back to the group with their recommendations.

**ACTION(S): AI and Jackie will discuss the priorities and make a recommendation to the group.**

c) FY11 BOT Schedule of Reports - Sharon

Sharon asked the group for ideas for the monthly BOT reports to the Board of Trustees for next year. The following ideas were mentioned: Riverwalk, ATD reports, DegreeWorks for next spring, First Year Experience for the spring, Service Learning for the spring, and the Simulation labs in Lawrence.

**ACTION(S): Sharon will email the group for requests.**

d) Division/Dept. Meeting Times - Lane

Lane discussed with the group that the current meeting times are Monday and Friday from 12 – 1 p.m. A discussion ensued regarding adding more meeting times to the schedule. Lane informed the group that the earliest date for change to the meeting time would be Fall 2011 due to the annual scheduling process.

Jackie stated that there will need to be flexibility in the new schedule since the Health division has clinical periods where faculty are not available. Sue G. suggested that the group work on a schedule and submit an informal meeting time to the faculty.

**ACTION(S): Sue G. will select a summer AALT meeting to work on this issue with the group.**

e) Class Scheduling Shaman - Lane

Lane asked the group for input regarding a Class Scheduling “Shaman” and what that might look like. There was a discussion regarding the person’s knowledge of the “big picture” when it comes to courses that areas request and how those requests impact each other.

A discussion ensued about DegreeWorks and how that program might assist with some of the scheduling issues.

**ACTION(S): Lane will develop a job description and send it out for feedback.**

f) 360 Degree Evaluation – Lane

Lane led an exercise with the group to begin discussion about implementing the 360 Degree Evaluation process. He also stated that the OFSD office may be able to assist in this process.

**ACTION(S): Lane will put together a draft of what a 360 Degree Evaluation might look like and send it out to the group for feedback. Lane will also speak with the LOVE committee for ideas.**