

**Expanded Academic Affairs Leadership Team**  
**Thursday, August 28, 2009**

I. CHECK – IN

a) Agenda

- Distance Learning Charter - Jackie
- AMP Committees - Lane
- Career Pathways - Janice
- H1N1 - Pat
- Grade Appeal Process - Lane
- ATD Recommendation - Lane

II. ACTION ITEMS

a) Distance Learning Charter - Jackie

Jackie provided the group with some suggested changes to the Distance Learning charter. She also suggested that this group might be a two year commitment to get all of the necessary work completed. Jackie asked the group for feedback on her recommendations. Lane suggested having an IT representative on the committee. Jackie would like to see more involvement from the Lawrence campus.

Chuck will replace Bill on the standing Distance Education committee.

b) AMP Committees - Lane

Lane informed the group that there are now 113 full time faculty working at the college. This translates to the fact that we are close to 65% of our courses being taught by full time faculty. Lane also informed the group that there will be a CIT in Lawrence in room L106.

Lane also stated that currently there are only three new start up committees in the coming year.

c) Career Pathways - Janice

Janice informed the group that Irene Chalek has been working with Pat Demers to map some of our career pathways at the college. Janice stated that in order to visually present the material, there will be a cost involved to purchase software that will create the presentations needed.

Janice stated that the group will officially start in the Spring 2010 semester and that there will be an eighteen month horizon for this committee. This committee will also collaborate with the Workforce Development Committee.

d) H1N1 - Pat

Pat informed the group that Mary Ellen Ashley will chair a committee on this issue with the first meeting being held on August 28, 2009. Pat Demers will be a member of this committee to create a policy for the college to assist all units on how to contend with the challenges that might arise due to the H1N1 virus.

David Kelley suggested that faculty encourage students who have flu symptoms to stay home. He also suggested that some information be disseminated at the convocation to let faculty know that there should be alternate plans in place in case of an outbreak at the college.

David also stated that web companions will increase greatly. Lane suggested that we should start scaling up web companion courses.

**ACTION (S): Pat will return to the group with an update after the committee starts meeting on this issue.**

e) Grade Appeal Process - Lane

Marie McDonald and Nita Lamborghini met with Lane recently to discuss the grade appeal process and whether Marie's role as "Student Grievance Officer" is still a useful and effective one. The group felt that Marie was very helpful in her role as a neutral person. Jackie suggested that the process should start with the faculty member, then the coordinator, then the Dean and then Marie.

**ACTION (S): Sharon will invite Marie to a future meeting to discuss more thoroughly her role.**

f) ATD Recommendations - Lane

Lane informed the group that the ATD committee has proposed a recommendation to have all matriculated students have an academic plan by their second semester at the college. The proposal also states that any change to the academic plan must be approved by an advisor.

**ACTION (S): The group will present this recommendation to their areas for feedback.**