

**Expanded Academic Affairs Leadership Team**  
**Thursday, November 12, 2009**

I. CHECK – IN

a) Agenda

- Web Enhanced Courses - Lane
- Staff Training - Lane
- Facilities Committee - Lane
- Calendar and Scheduling - Lane
- Academic Affairs Committee – Alan Hislop
- Developmental Changes – Lane
- Budget – Lane
- Chairs/Coordinators - Lane

II. ACTION ITEMS

a) Web Enhanced Courses - Lane

The group revisited the issue of students being able to know prior to taking a course that is web enhanced. Some members of the group were concerned that not all students may have access to the Internet and that the computer labs are not open enough hours for students to get back to the college to do homework online.

Lane made a suggestion of having a two year phase in for all courses to be web enhanced. Jackie suggested a hot link to the course description that would let the student know that the course is web enhanced. There was also consensus that we should have some courses that are traditional.

Sue G. felt that the phase in time for the web enhanced courses was too long to wait. She felt that there would always be students who didn't hear about it, didn't have Internet access, etc. Jackie mentioned that the open lab in Lawrence is insufficient for the amount of students who would like to use it.

After much discussion there was agreement that the faculty should have a backup for students who don't have access to a computer or the Internet. The group also felt that there might be some resistance from faculty if they are told that they must provide a back up for students.

**ACTION(S): Lane will take this issue to the next MACER meeting for discussion.**

b) Staff Training - Lane

Lane informed the group that Judith Kamber recently sent out survey requesting information for training workshops for staff development. Lane provided the group with some of his suggestions.

**ACTION(S): The group will forward their suggestions to Judith via email.**

c) Facilities Committee - Lane

Lane informed the group that Sue Wolfe would be willing to reform the Facilities Committee if it was felt that there was a need to do so.

A committee will be formed and Sue Grolnic volunteered to be the representative for the Deans. There will also be a member from each division that will be chosen by the individual areas. There will also be two staff members.

**ACTION(S): Lane will email a draft of the charter to the group for review. The Deans will forward a member to Lane by November 24.**

d) Calendar and Scheduling - Lane

Lane let the group know that the designation of FW is not calculated in a student's GPA. He also let the group know that the last day to withdraw is actually the 45<sup>th</sup> day of classes. Beth asked if there would be any interference with the NP rosters that come out every semester. There was a discussion about getting students to take a W and not just abandon the class.

e) Academic Affairs Committee – Alan Hislop

Alan attended the meeting to discuss incomplete forms when submitting to the AAC. He said that the AAC was spending too much time correcting forms instead of voting on them. The group assured him that they would review the forms before they get sent on to the committee.

f) Developmental Changes – Lane

Lane informed the group that starting with the spring 2010 semester, the cutoff scores will be changed for the Developmental math courses. The feeling is that there will be an initial drop off in students for spring 2011 who are eligible for science and math courses that have developmental math proficiency.

Lane also suggested that the group go back and review proficiencies as the last time they were reviewed was in 2004. If this happens, Lane suggested that we might be able to turn pre-requisites on in the fall.

There was also a discussion about the fact that currently math scores are kept for three years. The recommendation is to have scores be valid for one year and to consider charging students a fee to reassess. There was also discussion about a mechanism to maintain scores in the SOATEST field so advisors would have access to historical placement data.

**ACTION(S): The group will disperse this information at their next division meeting.**

g) Budget - Lane

Lane informed the group that the 9C cuts that are happening now total \$194,000 for Academic Affairs. He assured the group that these cuts will not affect personnel.

The FY11 budget cut right now is starting at 7.2%. The group will meet again at another time to start discussing ways of meeting this target.

The group felt that there needs to be more discussion regarding the “big picture” for Academic Affairs. Lane agreed and will look for a time during the semester break for the group to get together.

h) Chairs/Coordinators – Lane

Lane stated that there is a group meeting to look at the role of Dept. Chairs and Coordinators and professional development opportunities for them. Lane has spent quite a bit of time and effort in trying to compare the different areas. He is also looking at reassigned time reports. There is also a question of work being done during the summer that will need to be reviewed.

**ACTION(S): Lane will ask the Deans to work with their Department Chairs and Coordinators to see what time is actually spent on these activities.**