

Academic Affairs Leadership Team
Thursday, September 17, 2010

I. CHECK – IN

a) Agenda

- Leadership Project – Maureen O’Leary
- Grade Change - Grace
- Degree Works - Grace
- Films on Demand - Linda
- Clickers – AI
- Pearson MyLabs – AI
- IT Committee – AI
- CADA – Bill
- Tutoring at River walk - Lane

II. ACTION ITEMS

a) Leadership Project – Maureen O’Leary

Maureen presented her Leadership Academy program project to the group as a Power Point presentation. Her presentation showed what is available in the Marketing Department and what activities they are involved in.

b) Grade Change - Grace

Grace presented a grade change policy to the group for review. It indicates how much time students have to request a grade change. There was discussion as to adding a notation regarding the policy on incompletes.

Pat asked how this policy would affect grade appeals. Lane noted that the grade appeals process is different from the grade change policy and that students have 30 days to appeal a grade.

ACTION(S): Grace will email the grade change policy back to the group for review after revision. She will then present the policy to the Academic Affairs Committee for approval. After approval Lane will notify faculty of the change.

c) Degree Works - Grace

Grace notified the group that round 2 training in Degree Works will begin next week. She also noted that all the scribing has been done for the catalogue. Beginning in November there will be a third training session for faculty advisers and administrators.

d) Films on Demand - Linda

Linda noted that she has received many requests from the academic divisions to purchase DVD's to show to classes. The cost has become prohibitive. Linda would like to purchase a trial for a year for a program that would let you choose DVD's on a variety of topics that faculty members could show to their classes.

ACTION(S): Linda will try this DVD company for a year and market it around the campuses. If it is successful, she will continue it in the future.

e) Clickers - Al

Al noted that he would like to expand the use of the clicker system as it has become very popular with faculty in their classrooms. Al also surveyed other colleges to see how they handled the cost of adding more and more clickers.

There was a suggestion of having the students buy individual clickers to keep with them and use in the classrooms.

ACTION(S): Al will discuss this issue with the IT committee and report back to the group.

f) Pearson MyLabs – Al

Al notified the group that he is working on a project to provide one universal password for students to access the various MyLab software programs on campus. He has asked the group to let him know where the software is located in which divisions.

ACTION(S): Al will discuss this issue with the IT committee and report back to the group.

g) IT Committee – Al

Al notified the group that the IT committee will resume meeting as a group as of today. Joe Rizzo has retired and Carolyn Cohen will be taking his place.

ACTION(S): The group will notify Al if they have any agenda items for the committee.

h) CADA – Bill

Bill notified the group that he will not be able to attend the October 24 CADA meeting and asked for a representative from the group to attend.

Bill also asked for clarification regarding the flu policy and if there is an update for this year. Lane stated that there will not be a new update coming out.

Bill also noted that there are still issues regarding the help desk and timely responses to requests. Al will notify David McAskill of the group's concerns.

i) Tutoring at River walk – Lane

Lane advised the group that when River walk was proposed, there were no plans for a library or tutoring facility. Requests have come in for tutoring but so far have not been fulfilled.

Lane asked the group if they felt that using one room if it became available would be sufficient. The group would like more but that is not possible right now. The priorities in at River walk are scheduled classes and non credit classes.

ACTION(S): Lane will send a memo out to everyone detailing what is available at River walk and what accommodations can be made for tutoring.