

AALT Meeting Minutes

October 10, 2019

Attendees: Mike Hearn, Stephanie Wares, Mary Farrell, Scott Lancaster, Carolyn Knopfler, Sue Shain, Bill Heineman, Michelle Sunday, Sharon McDermot, Donna Bertolino, Carian Diaz, Karen Hruska, Janel D'Agata-Lynch, Pat Willett, Dawn Wheaton

The meeting opened with general information and updates from Karen, Carian and Janel. They provided contact information, event information related to Counseling Services, Student Conduct, Community Resources and CCOT.

Course Substitutions/Programs/Policies - Bill and Pat: There is a signature process in place for the approval of course substitutions. However, people have been bypassing that process making it difficult for Academic Affairs Committee to track changes. AA does not play a role in the approval process but based on the number of substitutions in a program, they can make recommendations for a change in the program. The form itself is outdated and reflects the names of individuals who no longer work here. Until the new Director of Academic Policy is hired, Bill's name will go on the form. It will be updated to electronic format with electronic signatures in the future. The SP20 Academic Catalogue has been published. The Program Notes section has been eliminated. Notes are for marketing material, not the catalogue. Bill noted that we have gotten policy happy over the past 10 years or so. Some policies have been updated but we may not need so many. The new Director will review and determine continuation of various policies.

Faculty Projects – Carolyn: When hiring faculty for projects that are outside of their normal scope of work, the faculty member's Dean should be notified and receive a copy of the RTE. The RTEs will be updated to now reflect the Supervisor of the faculty member and the Supervisor of the project to distinguish. Alerting the supervising Dean and getting both signatures will serve as an FYI so that Deans are aware of the various work faculty is doing.

Library Printing – Mike: The Library is moving toward print management printing which is a software that sits between the student computer and the printer. Students will now be required to 'release' the print via swipe card or ID#. Every student will have a certain # of free print pages with a small fee once they exceed that number. This will limit the large volume of printing being done by some students who are printing hundreds of pages. Right now this will happen in the Library as the software comes with the new contract for the large Toshiba printer. Mike will attend division meetings to spread the word but as of right now, there is no implementation date.

Two-Year Schedules – Carolyn, Bill, Sharon: There are some conflicts with this schedule. Students cannot register for a class they need because it conflicts with another class they need. The point of the schedule is to get students from semester to semester. Sharon will be compiling a list of the scheduling conflicts. This will be priority work. Bill will also be working on broader changes at a later date.