

Academic Leadership Council
MINUTES
October 26, 2009
MCCS Boardroom

Attendees: Sandra Beck, Peter Biegel, Kathryn Birmingham, Bill Barfield (for Betsy Davis), Bill Davis, Julie Giuliani, Kimberly Hardy, Rick Nelson, Michael Reiner, Jim Simpson, Judy Staver, Pamela Williams (for Sherry David), and Sandra Willis

1. Approval of Minutes from October 12, 2009 – A suggestion was made for Item # 4 “Evaluation Training Guide” to change the second sentence to read “She explained that this should be used by relevant administrative and professional staff to assist in effectively communicating their expectations about standards and performance.” A motion was made by Julie Giuliani to accept and approve the minutes, with the change noted above, and it was seconded by Rick Nelson. The minutes were approved.
2. Batch Student Evaluations: Julie Giuliani stated that an end-of-term student evaluation template is being created in collaboration with IT. End-of-term student evaluations will be batched into one composite report for department deans to review. The end-of-term evaluation report will be available to other areas/campuses. Julie asked that any comments and/or suggestions for this template be sent by e-mail to her by this Friday, October 30. This template may be available by the end of this term.
3. IT Maintenance Schedule – Peter Biegel distributed a Proposed IT Maintenance Schedule for review and asked for feedback. He noted that this schedule is planned for five years out. There were numerous concerns regarding the schedule and the impact on students. One concern was that there is usually uncertainty as to which systems will be down and when. If, as it seems, that all systems will be down during these scheduled times, then a blackout of services should be clearly communicated so that customer dissatisfaction is minimized and the college should be “closed” due to not being able to serve the students.

Another concern was with regard to Blackboard. The time for faculty to work on Spring Term blackboard shells is very limited. The spring course shells are available usually by November and can be unavailable during break. There is not always time prior to the spring term start for course development work. It was suggested that the schedule be revised for instructors who need a few days before the Winter Break ends to prepare for upcoming classes and also to enable students to register for spring classes during this time.

A final concern was that systems would not be available upon returning after the maintenance activity. If the scheduled maintenance ended at least a couple of days prior to the start of term, then this would give enough time to test to see if there were any issues with the system.

It was noted that faculty need to be aware of these dates so they don't schedule tests during the time that maintenance is being conducted. Another suggestion was that IT maintenance be done during the hours of 11:00 p.m. to 7:00 a.m. during the Winter Break and have the system available during the daytime hours for faculty to work on courses and students to be able to register for classes.

4. Annual Schedules – Peter Biegel stated that he is working on developing an Annual Schedule, as opposed to a semester schedule of courses. He is working on book adoption dates, as well. He stated that we need to have the encoding up in order for this to work. One issue is that the printed copy is obsolete by the time it is available for distribution. Another issue is that, until faculty bargaining is complete, many deans are uncertain as to how they may be scheduling courses for the next year. Peter will do some follow-up and return to the ALC with an update later this fall.

5. Override Policies and Procedures – Peter Biegel described the different types of overrides that occur during each term. Students are using various approaches in order to receive an override. Lab courses need to have a specific number of seats allocated so overrides cannot be used due to space issues. The “audit history” screen can be used in these situations. Peter will check with Darlene Pike to correct the issue of adding students past the drop deadline (creates a situation where students can remain in the class without paying and then are not automatically dropped). There needs to be a consistent, college-wide process developed regarding. Ki asked if there were volunteers to work with Peter Biegel to develop this process. Rick Nelson, Julie Giuliani and Kathryn Birmingham volunteered to create a draft process and bring it to the ALC for review.

The meeting adjourned at 9:25 a.m. The next meeting will be held on November 9, 2009.