

Academic Leadership Council
MINUTES
November 24, 2008, 8:30 – 9:30am
MCCS Board Room

Attendees: Peter Biegel, Sherry David, Betsy Davis, Linda Fife, Kimberly Hardy, Margo Martin, Michael Reiner, Michael Reynolds, Richard Schilke, Jim Simpson, Charles Smires, Judy Staver, Dana Thomas, Sandy Willis.

1. Welcome & Minutes

Kimberly Hardy welcomed the group and asked that the minutes be reviewed for approval. A motion was made by Mike Reynolds to approve the minutes and seconded by Betsy Davis. The minutes were approved.

2. Overview

Peter Biegel provided the group with an overview of the meeting regarding BAS issues that occurred on November 12th. Following were several issues that were discussed:

- CLAST: either need to imbed a second math course in the core in the AS degree or the second math course needs to be taken by a student in the first semester of the baccalaureate program.
- Foreign language: need to advise students to take this as a requirement to get in to the BAS program and not wait until they are in the program to take it. We will need to look at the foreign language programs, specifically Spanish and American Sign Language, as well as the students who need/should take the courses to avoid problems later. Discussion followed on the offerings and locations of the foreign language classes for accessibility and convenience of the students. This issue will be added to the ALC agenda for spring.
- An advising manual will need to be developed for the BAS degrees.
- The group will review issues related to SAP (Standards of Academic Progress) and the BAS degrees when they meet in January/February.
- There will be another meeting to coordinate the fall 2009 course offerings of shared BAS courses.
- There will be a February meeting to establish the credentialing manual for BAS faculty.
- Currently this group is really more of a taskforce. There will be a re-write of the group to establish it as the Baccalaureate Council.
- The three new BAS degrees in the “pipe” are still being worked on. Public Safety is being revised, Early Childhood is awaiting feedback and the Instructional Technology has not had any information reported back to date. Revisions are due by December 1 and we may have a January approval if they are on the compressed schedule.

3. Adjunct Evaluation and Observation Working Groups

Judith Staver distributed copies of the updated adjunct evaluation and observation forms showing the overlap and correlations in different areas. The observation form was changed to “observed/not observed” with a comment area at the end of each section.

Margo Martin distributed a rough draft of a rubric that she created. It contains elements from the observation form that she used to draw up the draft.

Discussion followed on the importance of the items compared to one another as well as their consistency/efficiency. Those who conduct observations were asked to pick their top 10 items that they believe are the most critical and send them to Margo by December 2. She will draw up a list of the items most frequently selected to help make the process more efficient.

Everyone was asked to email Judy and Margo with suggestions on the Adjunct Evaluation and Observation forms no later than December 2.

The meeting was adjourned at 9:40 a.m.