

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

Attendees: Sandra Beck, Caren Coleman, Sherry David, Betsy Davis, Bill Davis, Julie Giuliani, Kimberly Hardy, BJ Hausman, Rick Nelson, Michael Reynolds, Charles Smires, Judy Staver, Sandra Willis.

1. Welcome and Minutes

Kimberly Hardy welcomed the group and asked that the minutes be reviewed for approval. A motion was made by Rick Nelson to approve the minutes and seconded by Julie Giuliani. The minutes were approved.

2. Adjunct Evaluation and Observation Working Groups

Kimberly Hardy shared the information on behalf of Margo Martin regarding the suggested revisions made to the adjunct observation form based on feedback from the ALC and the top ten items suggested by each member. Some of the items were combined and reworded, the broad categories were eliminated, and the form now consists of 12 items with yes, no, and not observed categories. There is a place for summative comments at the end of the form. Everyone agreed that this was much more manageable than the previous form that was being used. Kim will meet with Dr. Green to obtain his feedback and see if there are further suggestions.

3. Future Discussions

Betsy Davis would like feedback on the auto POS issues. Betsy used the examples of trying to e-mail students in her program or prepare a report for an accrediting agency. Due to the issues with the auto POS, she is unable to obtain an accurate count of students in her program. An additional problem is that BAS students are having their POS changed and this should not happen. What are the rules and parameters for the auto POS? One of the major problems is that the POS should not change each semester, as it is causing financial aid problems. Last year, there was a group formed to address this, but no one was aware of the current status of the group. Kim will bring this to the Executive Committee and see if we can discuss this at the January meeting.

Rick Nelson would like to discuss the ORION dictionaries – there is a problem with the information being up-to-date. He used the example of a CGN course that has changed numbers and the dictionary is not recognizing the new number. Therefore, students are being blocked from registering because the system does not recognize the pre-requisite. The “gatekeeper” courses are not working properly. Kim will bring this to the Executive Committee and see if we can discuss this at the January meeting.

Judy Staver expressed concern regarding the cards that the College has developed for faculty to mail to students. The issue is that the mailroom will not send them out unless there are at least 200 of them because they are considered bulk mail. By the time the campus has 200 of these, it is too late

to mail, so the cards are not useful. Judy and Charles Smires stated they just received about 2000 of these cards (in color) and that each campus received about the same, however, they are not being used. Kim stated she would contact Tracy Pierce and marketing to find out more information.

Sandra Willis asked a question regarding overrides for students given the new APM regarding this. She was not sure if the deans on the campuses were still making decisions on the overrides or if it was just up to the instructor. The members indicated that yes, overrides still needed to be approved through the deans. Sandra was going to check the APM to make sure deans were included in the process.

It also was stated that the ALC would like to review future Academic Calendars before they are finalized to provide some input into dates and sessions, if possible. Kim stated she would suggest this to Peter Biegel.

The meeting was adjourned at 9:30 a.m.