

**Academic Leadership Council
MINUTES
February 9, 2009, 8:30 – 9:30am
MCCS Board Room**

Attendees: Sandra Beck, Kathryn Birmingham, Sherry David, Betsy Davis, Bill Davis, Julie Giuliani, Kimberly Hardy, BJ Hausman, Margo Martin, Rick Nelson, Michael Reiner, Mike Reynolds, Stephanie Scott, Jim Simpson, Charles Smires, Dana Thomas, Nancy Yurko.

1. Welcome & Minutes

Kimberly Hardy welcomed the group and asked that the minutes be reviewed for approval. A motion was made by Julie Giuliani to approve the minutes and seconded by Sandra Beck.

Kim informed the committee that she will be going on maternity leave soon and that in her absence, Margo Martin will assume her duties regarding the ALC.

2. IT Issues

A draft of the general and maintenance issues regarding IT was distributed. Kim asked that the ALC review the list and send any updates or additions to her by Wednesday.

3. Adjunct Evaluation and Observation working groups/rubrics

Julie Giuliani updated the group that equipment custody and items such as these would be worked on by the legal department and Human Resources. She asked for everyone to review the form and send any comments or questions to her. Eventually, the form will be electronic and will follow a similar online process as the LOEP.

Margo Martin distributed a model of what a numeric rubric might look like. Charles Smires passed out the professional development and service rubric that he uses at South Campus. He provided a brief explanation of the form and guidelines. Discussion followed on special sections that would need to be added, how the rubric is scored, instructor input, etc.

It was decided that a more generic form would need to be developed. A working group was formed to complete this task with the following individuals: Charles (chair), Mike Reynolds, Betsy Davis, Kathryn Birmingham, Sherry David, Sandra Beck, and Margo Martin. The group will present a draft at the first ALC meeting in March.

It was discussed that separate sections or forms would be needed for labs, online classes and counselors and librarians. Mike Reynolds will work on one for the labs, Neal Henning on one for the clinical settings, Nancy Yurko on one for hybrids, and Julie Giuliani and Richard Schilke on one for the online classes.

DRAFT

Rick Nelson asked that if anyone finds any unmatched information with the course dictionary, to please contact Kay Pope. There have been some errors and she is working to resolve the issues.

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