

**Academic Leadership Council**  
**Executive Committee**  
**MINUTES**  
**January 12, 2009**

Members Present: Peter Biegel, Julie Giuliani, Kimberly Hardy, Margo Martin, Michael Reiner, Jim Simpson, Sandra Willis, Nancy Yurko.

1. Adjunct Faculty Evaluations: Kimberly Hardy, Julie Giuliani, Margo Martin, and Charles Smires met with Dr. Green in December regarding the progress made on the evaluations and observation forms. Dr. Green responded positively to the suggested changes and requested that the group continue to work to finalize these forms and work on the rubrics to ensure inter-rater reliability. The Committee agreed that the work and discussion should continue at the next ALC meeting.
2. New ALC Agenda Issues:
  - a. Session on conducting online evaluations: Kim will discuss this further with Dr. Green on the specific details and will schedule this for later in the term.
  - b. Use of ACCUTRAK in library/learning centers: Questions regarding this system included the following - Should it be continued? Is the data of value? How should the info be used for decision making? Is improved technology needed for this endeavor? Should the effort be abandoned? Mike Reiner indicated that he was working with Denise Norris to find out more information regarding these issues and see if there were alternatives to this system, particularly with the development of the Academic Services Centers. He will report back at the next Executive Committee meeting in February.
  - c. IT Tech Tours in March: Mitchell Chin contacted Kim to attend the next ALC meeting to introduce his staff to the group and briefly discuss the spring workshops they will be conducting for faculty and deans. The Committee agreed this should be on the agenda for the January meeting.
  - d. Foreign Language/CLAST/Math requirements for BAS: Peter Biegel indicated that this was being addressed at the BAS Council meetings. Students do not need to meet these requirements before they enter the BAS programs. However, these should be front-loaded once the student enters the program. Peter would like to discuss this at the next ALC meeting.
  - e. Course Dictionary Issues: The Committee discussed the issues that Rick Nelson had brought to the ALC in December. Sandra Willis also stated there was a similar problem with the EAP courses. Jim stated he would research some of these issues with Kay Pope, as this seemed to be more of a problem with curriculum than with ORION. Kay will be invited to the next Executive Committee meeting and a working group will be formed, if

necessary, to resolve these problems. Kim will provide the ALC with a brief status update at the January 26<sup>th</sup> meeting.

- f. Auto POS Issues: The Committee discussed the issues that Betsy Davis had brought to the ALC in December. Jim Simpson indicated that the students should be able to view all of their POSs, not just the primary POS. It is not clear on whether this has been resolved. Peter Biegel and Sandra Willis volunteered to check this through the student view and report back on any problems at the next Executive Committee meeting. Jim also addressed the reporting issue, indicating that there are certain benchmarks set up in the system now that allow the program managers to pull reports through MIS. This was just released in December. Students can be pulled by their original POS, which is indicated by an asterisk. There also should not be any issues with financial aid, as this has been discussed with Joel Friedman; VA students are frozen. BAS students also should be frozen, so this should not be an issue anymore. Once Sandra and Peter verify the student view POS issue, they will report back at the next Executive Committee meeting and we will put this on the agenda for the February meeting to finalize. Kim will provide a quick update to the ALC at the January 26<sup>th</sup> meeting to let everyone know these issues are being addressed. Peter will also provide an explanation of this in the new student handbook.
  - g. Academic Calendar: Peter Biegel indicated that the State has opened the window for receipt of next year's calendar. He will bring the information to the January 26<sup>th</sup> meeting so that members can review and provide input.
  - h. Online SLS orientation for working adults: This was tabled until the next Executive Committee meeting. Julie Giuliani will report at that time.
3. Other Business:
- a. Student Evaluations: The issue of student evaluations was discussed and the importance of having students complete them. Peter is working on putting this information with specific instructions in the student handbook. This issue also will be considered for a future ALC meeting.
  - b. IT Maintenance Schedule: There was discussion regarding the impact of the IT maintenance schedule on instruction, particularly with regard to Blackboard. It was suggested that the ALC members create a list of issues that have been affected by this and should bring this to Dr. Green and the Cabinet. Perhaps IT could help develop alternative solutions to the current maintenance plan. Kim will address this issue at the January 26<sup>th</sup> ALC meeting.
4. Next Executive Committee Meeting – February 2<sup>nd</sup>