

Academic Leadership Council
Executive Committee
MINUTES
September 8, 2008

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

1. Review of new ALC structure
 - a. Membership: The committee reviewed the new membership structure for the ALC and the Executive Committee.
 - b. Process: The committee discussed the new process, which included a review of the Academic Administrative Plan, the procedures for discussion and agenda items, and recommendations to the Executive Vice President.
 - c. Schedule: A meeting calendar was distributed identifying dates for the 2008-09 academic year for the Executive Committee, the ALC, and the working groups. Changes were made to the January schedule and a new schedule was finalized. It was decided that the first meeting of the month would focus on procedural/operational issues, including reports from the working groups, and the second meeting of the month would focus on College-wide issues and concerns.

2. Goals
 - a. Academic Administrative Plan: The plan was discussed among the Executive Committee regarding the goals, issues, and direction. It was suggested by Jim that this be of primary discussion among the ALC, as we will need to provide feedback no later than October to the Cabinet. This will be on the agenda for the first ALC meeting. The Executive Committee will review the plan and select priority areas to focus on (each will send Kim their top 3 areas to help focus the discussion).
 - b. BAS and State College issues and concerns: The ALC will need to address the kinds to issues that may arise due to the new programs and the transition to a state college system. Several issues that arose included: expectations for faculty regarding service and research; cultural shifts; procedures related to the name change; hiring of faculty candidates with terminal degrees; faculty load; ensuring that faculty without terminal degrees do not teach more than 25 percent of load (finding the balance); training of advisors, particularly to ensure consistency; and faculty evaluations. The ALC also will review the concept paper provided by Jim for the BAS Coordination Council.
 - c. Agenda for September meeting: The agenda for the first meeting will include the following: a review of the new ALC, membership, and meeting structure; a review and discussion of the Academic Administrative Plan (which will be distributed to members prior to the meeting); a discussion of issues related to the new BAS degrees (including the BAS Coordination Council); a discussion of the transition to a state college system;

and a discussion and forming of a possible workgroup on setting benchmarks for faculty evaluations.

3. "Housekeeping"

a. Membership:

- i. List of members based on description: Each executive committee member listed the representatives from their perspective campuses.
- ii. Create Outlook Distribution List: Kim will create based on lists from each executive committee member.
- iii. Update Website with description and Member List: Nancy indicated that Joy Haney could serve in this capacity until further notice. Kim will contact Joy with the updated information.
- iv. Blackboard Community: Kim will set up a community for ALC members, with a group for the Executive Committee and any future working groups of the ALC. This will serve to continue conversations between meetings and to facilitate work conducted virtually, particularly for those who are unable to meet in person.

b. Agendas: According to the new process, the ALC agendas will be prepared Monday after the Executive Committee meeting. This agenda will be sent to Dr. Green to be shared with Cabinet on Tuesday morning. The agenda will then be sent to ALC members by Wednesday for the following Monday meeting.

c. Minutes: According to the new process, minutes will be prepared after each meeting, including the Executive Committee meeting. Minutes from the Executive Committee will be prepared Monday after the meeting and will be sent along with the agenda to Dr. Green to be shared with Cabinet on Tuesday morning. The minutes will then be sent to Joy to be posted on the ALC website by Friday. Minutes from the ALC meetings will be alternated monthly among Stephanie Smith, Jennifer Stoetzer, and Cindy Dyer. These will be completed after each ALC meeting, reviewed by the Chair, and posted to the website by Joy within one week. Reports from any working groups will be required to be sent electronically to be included in the overall ALC meeting minutes.

d. Meeting Preparation: The Executive Committee will meet in room 443 on the first Monday of each month; the larger ALC will meet in the Board room every second and fourth Tuesday of each month, according to the dates set on the 2008-09 ALC Meeting Calendar. Kim will check with BJ regarding room reservations. Once rooms have been reserved, Kim will send meeting notices to the ALC. Jim thought Cindy Dyer might have the Tent Cards from previous years and will look into this.