

**Academic Leadership Council
Executive Committee
MINUTES
December 1, 2008**

Members Present: Peter Biegel, Julie Giuliani, Kimberly Hardy, Margo Martin, Michael Reiner.

1. Faculty Adjunct Evaluations: Margo and Julie provided feedback and updates regarding the working groups. It was decided that the committees should meet together this week to ensure that they were being consistent and close to finalization before the meeting on Monday. Each group will then provide an update at our meeting on Monday. Given the depth of discussion that is needed to finalize these forms, it was decided that this should be the only agenda item for the December meeting.
2. Due to scheduling conflicts with some deans, Lynne Crosby has added an additional LOEP training date (January 16, 9-10:30am, TBA), which will be announced at the December meeting.
3. New agenda topics for January were discussed, including:
 - a. Session on conducting online evaluations.
 - b. Use of ACCUTRAK in library/learning centers (Mike Reiner will follow-up with Denise Norris on the status of this and report at the January executive meeting).
 - c. Preparation of upper division/BAS students, particularly those who are returning to school after an extended period of time.
4. Due to the timing of the second meeting and a poll at the last meeting indicating who would not be here, it was decided the December 22nd meeting of the ALC would be canceled.
5. Next Executive Committee Meeting – January 12th.