

**Academic Leadership Council**  
**Executive Committee**  
**MINUTES**  
**February 2, 2009**

Members Present: Betsy Davis, Julie Giuliani, Dana Thomas, Sandra Willis, Nancy Yurko.

Guest Present: Kay Pope.

1. Adjunct Faculty Evaluations: There is a meeting this week to discuss some final revisions to the evaluation and observation forms. These will be discussed at the next ALC meeting, along with the rubrics.
2. Course Dictionary Issues: Kay Pope indicated a request has been made to Lori Collins to have the degree audits show the previous course number, as well as the present course number. Additionally, all pre- and co-requisites are not currently enforced. In order for students to have a clearer understanding, Artemis has been updated to display catalog pre- and co-requisites on the class schedule. There is an additional request during Phase II of the IT Request to add "Advisory Notes" for students via Artemis so students will be able to see the requirements that are not specific to the course or testing. Kay has a spreadsheet that shows which courses are being monitored and which cannot be enforced at this time. She will bring this to the meeting on February 23<sup>rd</sup>.
3. Auto POS Issues: There were still some questions regarding how the auto-POS process was working. Betsy Davis gave some examples and would like to discuss some suggested solutions at the ALC meeting in February.
4. Nancy Yurko stated that there were three new BAS degrees that were approved: Bachelors of Science in Early Childhood Education, Bachelors of Applied Science in Public Safety Management, and the Bachelors of Information Technology Management. It was noted that there were some issues with regard to waivers for students and entrance into the bachelor degree programs that needed to be resolved. These should be on the agenda for the February meeting.
5. Internships for A.S. Degrees: Betsy indicated that internships are not required by all 28 community colleges. She suggested we create an alternative to the internship option, such as a Capstone course, particularly for those individuals who already have much work experience in the field. Each workforce dean would need to identify which programs would require an internship and which ones could have the option of an internship or a Capstone course. This suggestion will be discussed at the February ALC meeting.
6. Late Registration: This issue will be put on hold due to the changes with the State College and will need to be re-visited.
7. Next Executive Committee Meeting – March 2<sup>nd</sup>