

Academic Leadership Council  
Executive Committee Meeting Minutes  
February 27, 2009  
8:30-9:30 a.m.  
MCCS #443

Attendees: Jim Simpson, Nancy Yurko, Michael Reiner, Sandra Willis, Margo Martin

1. ALC Focus Group – Testing of Brandprints – This one-hour activity will be the focus of the ALC’s March 9<sup>th</sup> meeting.
2. International Teaching and Learning Conference – Jack Chambers has requested an opportunity to speak to the ALC on March 9<sup>th</sup> to promote participation.
3. Adjunct Faculty Evaluation Rubrics – The committee that is working on this initiative, led by Dean Charles Smires, will meet next week and will report back to the ALC on March 23<sup>rd</sup>.
4. IT Maintenance Issues – April Meeting – The ALC will invite Dr. Rennie and Dr. Green to the April 27<sup>th</sup> meeting to discuss this topic.
5. List of Data/Reports for New Student Analytics Position – The Deans’ Needs Assessment (DNA) committee, led by Executive Dean Michael Reiner, has been working to identify reports and data needed by the campuses. His committee will report to the ALC on May 11<sup>th</sup>. Greg Michalski, the new Director of Student Analytics and Research, will be invited to the May 25<sup>th</sup> ALC meeting to discuss the work of the DNA committee and to highlight other key efforts and projects on which he will be focusing in the area of Analytics and Research.
6. Internships and Capstone Courses for Programs – The Workforce Deans will address this issue in their semi-monthly meetings and will report to the ALC on May 11<sup>th</sup>.
7. Capstone Courses for College Credit Certificates – The executive committee agreed to add BAS and AA as they relate to potential program assessment via capstone courses – this topic will be discussed during the Liberal Arts Deans’ meetings and also at the May 11<sup>th</sup> meeting.
8. Next ALC Executive Committee Meeting – The attendees agreed to meet on Thursday, April 9<sup>th</sup>, 8:30-9:30 a.m. at MCCS #443.
9. Other Business:
  - Attendees recommended future items to be covered by the ALC: Welcome Center Concept, New Orientation Courses, and the Academic Skills Center – because of the timeliness of these topics and the inability to address these issues in 1-hour sessions, the group recommends that these issues be discussed in depth in a retreat format to brainstorm challenges and to develop short-term implementation strategies for successful launch and long-term planning for continuity and sustainability. Date and location recommendations are between the first and second weeks of June at the Wilson Center. Dean Margo Martin will identify availability at the Wilson Center during this window of time.
  - Attendees recommended that the ALC extend meetings through June and July to address State College transition issues.

**Brief Summary of Tentatively Planned ALC Agenda Items and Dates:**

- March 9 – Focus Group Testing of Brandprints; International Teaching and Learning Conference (Chambers)
- March 23 – Adjunct Evaluation Rubrics (Smires)
- April 13 – undetermined
- April 27 – IT Maintenance Issues (Rennie and Green)
- May 11 - DNA committee report and discussion (Reiner); Internships and Capstone Courses for Programs report and discussion (Simpson and Workforce Deans); Capstone Courses for College Credit Certificates report and discussion (Yurko and Liberal Arts Deans)
- May 25 – Student Analytics and Research (Reiner and Michalski)
- June 1-15 – 1-day ALC Retreat (Simpson, Yurko, Martin)