

**Academic Leadership Council
Executive Committee
Minutes
July 7, 2009**

Attendees: Julie Giuliani, Margo Martin, Michael Reiner, Jim Simpson, Dana Thomas

1. Agenda for July 13 - July 13 meeting will be canceled – no agenda item at this time
2. Agenda for July 27 –
 - Library Learning Commons Data Collection - Kathleen Ciez-Volz
 - Digital Media Copyright Proposal – Julie Giuliani will forward the draft proposal to ALC prior to meeting and will facilitate discussion
 - BAS Degrees, Collegewide Scheduling, etc. - Nancy Cooley
 - Adjunct Handbook Task Force Update – Julie Giuliani
3. ALC next steps regarding college prep initiatives – LLC/ Academic Skills Center topic will be discussed at July 27 meeting. The executive committee agreed that an ALC task force is needed to work with the campus LLC representatives to identify one data collection process across all campuses to assist the campuses in determining their respective LLC staffing plans.
4. ALC next steps regarding student analytics –
 - Jim Simpson and Pete Biegel are exploring the “Astra” scheduling software package for potential piloting at the college.
 - Michael Reiner will serve as ALC contact/liason with Greg Michalski and Greg’s team to monitor status of “production-ready” data sets and reports; Michael will also continue to work with Bill Ganza on administrative training requested in this area. The ALC will invite Bill to present on this topic later in the fall term.
5. Revisit the August 3 retreat date and purpose – executive committee agreed that the ALC needs more information about 09/10 college goals and the state college model before the deans conduct a retreat; **the executive committee agreed to cancel the August 3 retreat** and, later in the fall, to revisit the possibility of holding a retreat in December 2009.
6. Date for Nancy Cooley to share her new role as it relates to the ALC – Invite Nancy Cooley to July 27 ALC meeting.
7. Adjunct Handbook/Website – Michael Reiner will send the handbook task force the list of handbook topics so that the task force members can identify which ones are appropriate/needed for the collegewide handbook. The executive committee agreed to continue working toward a common hard copy and online resource for adjunct faculty across the college, selectively using materials that have already been developed.
8. Next Executive Committee Meeting: **August 3, 2009, 8:30-9:30 a.m. M CCS TBA.**