

**Academic Leadership Council  
Executive Committee  
MINUTES  
September 14, 2009**

**Attendees:** Betsy Davis, Julie Giuliani, BJ Hausman, Margo Martin, Jim Simpson, Nancy Yurko.

1. Welcome New Executive Committee Members: BJ Hausman, Betsy Davis, and Kathryn Birmingham.
2. Adjunct Faculty Evaluation Rubrics: More clarity is needed in terms of direction for this item. Kim Hardy was asked to follow up regarding next steps for adjunct faculty evaluations.
3. IT update: Originally, it was suggested that the Executive Committee prepare a list of IT challenges and recommendations prior to discussion with IT. Today's discussion included the current status of Help Desk support. It was mentioned that both students and faculty were off to a rocky start in terms of help support. Faculty reported that it was difficult to reach a "live" person; some students/faculty were told to go to their campus kiosk, though it is not clear what this is. Getting and resetting passwords seems to be a major issue. Overall, there seems to be a lot of confusion. One recommendation was proposed that on a yearly basis a survey is conducted to solicit feedback regarding IT issues that have an impact on faculty, staff, and students. Kim Hardy was asked to follow up on this suggestion and these issues.
4. ALC Retreat: The retreat is tentatively scheduled for December or January.
5. Adjunct Handbook Committee: Margo Martin, Betsy Davis and Julie Giuliani will meet with Mike Reiner and the committee to draft a compendium of categories for the Handbook that is separated by each College division and continue to work on the handbook.
6. Digital Copyright Committee: Julie Giuliani will work with interested people to write up a draft of an operating policy statement addressing guidelines for students and faculty.
7. Electronic Testing: Julie Giuliani explained that this item needs to be suspended until further notice because of the lack of physical computer testing space. The distance learning/proctored testing department is creating a matrix that will identify proctored testing computer space needs.
8. Student Code of Conduct - Belligerent Students: Richard Schilke requested that the Executive Committee consider amending the student code of conduct to include a section on belligerent students. The committee asked that Dr. Schilke write up a draft statement and outline guidelines. The focus should include appropriate exchanges for new methods of

communication such as when using Twitter, Facebook, etc. The committee would like to see this draft at the next ALC meeting on 9/28/09. Besty Davis will send Dr. Schilke conduct statements from other academic institutions as a guideline.

9. Textbook adoption APM revision: Margo Martin said she would check with Larry Snell on this item. It was suggested that Chris Arab needs to look at an APM revision.
10. College procedures for full class overrides: Nancy Yurko will check with Pete Biegel on this item.
11. Incomplete Grade Contract: The committee stated that issuing an I grade is up to the discretion of the faculty member. However, the faculty's position on issuing I grades must be clearly stated in the syllabus. Also, the topic of issuing I grades and their applications should be mentioned in the Adjunct Handbook. It was suggested that the I grade period be aligned with the grade appeal deadline.
12. Next Executive Committee Meeting – October 5<sup>th</sup>