

MINUTES



Academic Support Team

Tuesday, March 22, 2011
Smith Conference Room (AD207)
10:00 AM

Attendance:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Susan Adamski | <input type="checkbox"/> Shelly Jirinec | <input checked="" type="checkbox"/> Jackie Shepherd |
| <input checked="" type="checkbox"/> Lisa Averill | <input checked="" type="checkbox"/> Sue Levine | <input checked="" type="checkbox"/> Bob Van Der Velde |
| <input checked="" type="checkbox"/> Ken Badaracco | <input checked="" type="checkbox"/> Kathy Lydiard | <input checked="" type="checkbox"/> Bonnie Walton |
| <input type="checkbox"/> Michele Balik | <input checked="" type="checkbox"/> Rene' Milici | <input checked="" type="checkbox"/> Edward Willey, Chair |
| <input checked="" type="checkbox"/> Pat Castro | <input checked="" type="checkbox"/> Laraine Montgomery | |
| <input type="checkbox"/> Andrea Ferro | <input checked="" type="checkbox"/> David Pena | |
| <input checked="" type="checkbox"/> Rob Gingras | <input type="checkbox"/> Janet Ramirez | |
| <input checked="" type="checkbox"/> Sue Hutz | <input checked="" type="checkbox"/> Lisa Rappa | |

ITEM 1. Area Department updates

Action:

Kathy Lydiard discussed with the group whether anyone had heard that HR is requesting that adjuncts need to resubmit their paperwork if they haven't taught for a term. Their names are being removed from People Finder. As a follow up after the meeting, Rene' Milici contacted HR for clarification; If an adjunct does not teach 2 terms in a row, then they are removed with an automatic program that ends their assignments. The reason being, if they don't teach, they are technically not an employee, and should not have access to email and college records. The drop is normally done fall term. But, for instance, if an adjunct teaches only in the summer term, they will be dropped each time in the fall term.

Sue Levine shared with the group that the Amphitheatre ribbon cutting is being held April 12 at 3:30p. Dr. Gallon and board members will be attending.

Dean Willey mentioned that the Student Services Award nominations are due by April 15th. He will check with Angela Allen on the status. The award ceremony is being held off Campus on April 29th.

Dean Willey informed the group that the golf tournament is being held April 8th. Raffle tickets are available.

ITEM 2. Faculty Credential Manual updates

Action: Dean Willey shared that the Credential Manual is reviewed annually for changes or additions, and will be due in May. Any issues involving a change or addition need to go through the Associate Deans and will then go to Dean Willey for approval. They should not be sent to HR or Dr. Sass' office.

ITEM 3. Summer Courses/Sessions

Action: Dean Willey advised that the summer course content and delivery is the same as 6- week sessions. We are considering changing some six week course offerings to ten or twelve week summer sessions. Many disciplines would be better delivered in the 10/12 week timeframe. Some of the areas being looked at are the 4 credit courses; math, accounting, writing courses, foreign languages, and sciences. The schedule will be looked at more closely. We would like to accommodate the University transient students and new high school graduates as much as possible. The A.S. program schedules are already loaded as needed.

ITEM 4. Department Chair Configurations

Action: Dean Willey stated that the interview process for department chair nominees is currently taking place. The chair positions are appointed by the dean. The department chairs are paid a stipend, have an associated job duty, and a reduced course load. Some of the departments may need to be reconfigured, including: Social Sciences, Accounting, and Sciences. The department chair grid has been updated. Dean Willey is in the process of trying to add an additional chair position. Dean Willey will need to know if there are any non-department chair faculty who has release time such as Honors, Dual Enrollment, and QEP. They are paid by memo via VPAA and not included in their initial load.

ITEM 5. Spring Academic Development Day

Action: Dean Willey let everyone know that this year the agenda has been sent for: academic and student services. It is a duty day for full time faculty and attendance is mandatory. There are no classes for students. An email was sent out to let everyone know that the Library and SLC would be open. There should be a drastic reduction in staff that is tied to student functions. Everyone needs to find out what part-time staff is working specifically in the library, SLC, and science areas. Associate Dean Gingras mentioned that there will be some tutors working since there will be some students in the SLC.

ITEM 6. Other

Action:

An update was given by Dean Willey that the SACS document was submitted in March. It is then reviewed by an external committee and returned back to the college for the opportunity to make changes/ clarifications. Then it will be given to the visiting team who will make their final recommendations after the scheduled site visit. An exit summary will be given.

Dean Willey informed the group that the budget was submitted on March 18th. There was an opportunity to shift funds within the academic area to better serve the student needs. Keep in mind the budget is a request and funds could be denied in any given area. There were a few position requests, which were prioritized, but not confident will be approved. Capital Outlay requests were prioritized as well.

Dean Willey announced to the group that the Ophthalmic program was approved through the college channels including President Dr. Gallon. The wheels are in motion to set up the program. The next step is to work on the SACS substantive change. No flyers or announcements should be sent out at this time (until SACS approval).

The program is on track to start fall 2012. A faculty is already in place.

Dean Willey informed the group that the chemistry screening committee will be holding the in-person interviews on April 15th. Associate Dean Gingras mentioned the committee is waiting on HR for the Reading position applicants. They would like seven and hope to have them next week. Dean Willey mentioned that the two Education positions have a total of fifteen candidates (multi-campus positions). The process of identifying office space for new faculty is taking place.

Dean Willey mentioned that all adjunct faculty who complete the online training will receive the \$150.00 stipend.

Dean Willey welcomed Lisa Averill to the Dean of Academic Affairs Office.

Submitted by: Lisa Averill, Scribe

c: Academic Support Team
Dr. Jean Wihbey
Edward Willey *

Rob Gingras
Libby Handel
David Pena
Bob Van Der Velde

* Ex Officio