

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 10/13/08

Location: SSB 315

Time: 2:00pm

**Present:**

Lynn Dale  
Rita Melton  
Mark Roseveare  
Joe Sidlowski  
Edna Howard  
Sandy Winkler  
Sherry Vaughn

**Members Absent:**

Daryl Smith  
Barbara Wilson

**Guests:**

Item Discussed	Discussion	Committee Action/Recommendations	Status	Follow- Up
<i>Key: R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward</i>				
<b>1. New Business</b>	<u>Dual Enrollment - Off Campus Sites</u> <ul style="list-style-type: none"> <li>• The procedure will be reviewed in-depth at our next Staff meeting</li> <li>• The ownership of dual credit courses resides with the College and as such, the College maintains full responsibility for these courses</li> <li>• Courses are to be held to the same level of rigor as are our on-campus courses (including assessment, evaluation of instruction, etc.)</li> </ul>		I	
	<u>Duplication of E-Mails</u> <ul style="list-style-type: none"> <li>• The group was asked to please pay close attention to distribution lists and not to re-send the same e-mail(s) to the same people, if at all possible</li> </ul>		I	
	<u>Automatic E-Mail (course cancellations)</u> <ul style="list-style-type: none"> <li>• Due to recent [student] complaints, Sherry asked the group to ensure that students are contacted by phone</li> </ul>		I	

	<p>when courses are cancelled.</p> <ul style="list-style-type: none"> <li>• Students state they are not always getting the mass campus e-mail notifications or the auto-calls. Attempting to personally contact the student may prevent unnecessary trips to campus and may also allow work and class schedules to be re-adjusted in a more timely manner.</li> <li>• It is also recognized that being able to contact students personally is not always possible (phone numbers and e-mail accounts are often not accurate; messages are not always relayed to the appropriate person)</li> </ul> <p><b><u>Hazardous Weather</u></b></p> <ul style="list-style-type: none"> <li>• It is time to update the Hazardous Weather [internal] procedure</li> <li>• The chair for the Hazardous Weather Committee this year will be Daryl Smith</li> <li>• Meetings will be scheduled soon and the procedure updated by the end of November</li> </ul> <p><b><u>Campus conversion to the new AAS</u></b></p> <ul style="list-style-type: none"> <li>• AAS (Associate in Applied Science) will replace all separate technology disciplines that we currently have (ex: Health Science, Business, etc) NOTE: This does not impact AA or AS</li> <li>• Implementation date is Fall 2009</li> <li>• All 16 technical/community colleges will be making this change</li> <li>• Continue to watch for e-mail updates as they are released</li> <li>• The 3 degrees to be offered as of Fall 2009: AA, AS and AAS</li> </ul> <p><b><u>Faculty Workload Expectations/Requirements (recently revised and approved procedure)</u></b></p> <ul style="list-style-type: none"> <li>• Procedure will be reviewed with faculty at the next M.A.D. (Making A Difference) meeting</li> </ul>		<p> </p> <p> </p> <p> </p>	
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	<p><b><u>Called Staff Meeting</u></b></p> <ul style="list-style-type: none"> <li>• A meeting has been called for Monday, October 20</li> <li>• The purpose of this meeting is to review/revise 6 procedures and 2 policies</li> </ul>		1	
<b>2. Old Business</b>				
<b>Adjournment</b>	<p>There being no further business or discussion the meeting was adjourned:</p> <p style="text-align: center;">Submitted by:  <i>Edna Howard, Administrative Specialist</i></p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Meeting Chair</p> <p style="text-align: center;"><i>Sherry Vaughn, VP of Academic Affairs</i></p>			