

Academic Affairs Management Team

Meeting Minutes

9/26/2017

Present: Dr. Mike C., Dr. Elizabeth D., R. Gary H., Dorothy Lou M., Marlena M., Anjelica P., Tina Q., Dr. R. Ray S., Dr. Virginia T., Ricky T.

Absent: Rowena P., Pilar W

Next meeting: 10/17/2017

GCC's Mission statement recited.

Reports

A. Publications- Dr. Ray

- a. **SLO Handbook** – To be provided to CRC, DC's, and faculty. 51 copies were given to Dr. Liz for distribution. Dr. Ray advised Dr. Liz to keep a class set.
 - b. **CPDP** – Carmen and Dr. Ray met with PDRC. They have been informed that any training through PDRC should be linked to the CPDP. Professional Development not only include training but it also includes off-island trips. When off-island travel is requested, please ensure the assessment reports are current and completed along with completion of Accreditation Basics course.
 - c. **Academic Advising Handbook** – Hopefully it will be provided to all faculty. Dr. Ray suggested that a meeting with Dr. Mike, Tina, Imelda, and Ana Mari be held to discuss and go over the data. It is recommended that Admissions and Registration office take over this responsibility for monitoring purposes. This is an important source of data tied to student completion. Points to consider; How are we monitoring the faculty meeting with advisees? Are advisees bringing students to complete their programs? Will be able to see who are student's advisors? Will we be able to see who are the more successful? Do students receive a formal letter identifying their academic advisors at the beginning of the semester or when they declare a program? Dr. Ray mentioned at some point he would like to run a report of completers and see who their advisor's/student mentors were.
 - d. **DE SOP/Strategic Plan** - New cover design needed for both.
 - e. **Assessment Handbook** - Marlena is checking Joe's files. Will need to be professional published for Accreditation visit.
 - f. **Curriculum Manual** – Is with the printers and hopefully it will be delivered soon.
 - g. **Participatory Governance Handbook** – The new structure is at the beginning of the paragraph and will need to be connected with the narrative due to the changes of the structure. Dr. Ray requested the latest draft so that a new cover can be requested as it will need to be publishes as well.
 - h. **Advisory Committee Handbook/Guidelines** – Every DC should have one. The latest copy is needed as it will also need to be published.
- B. ISER (Gary)** – Draft #4 should be posted on MyGcc tomorrow, September 27, 2017, for campus feedback.
- C. Accreditation Basics Online update** – current count is roughly 20 pending from the 32.
- D. Faculty Senate Report - Ricky**
- a. Had meeting with department chairs on Sept.19, 2017.
 - i. Topics for discussion: Workloads, outside employment and working over the 135 hours, DCaps, CBE, and Bookstore.

- ii. Bookstore manager was present in CRC's first meeting. The bookstore runs multiple deadlines that conflict with the curriculum deadlines. It was said the bookstore manager will have access to Acalog in an effort to be kept in the loop. With regards to a textbook change, it was mentioned there needs to be something that shows the Dean and the VPAA are aware of the change occurring. In regards to the "no book, no class", Dr. Ray mentioned it was not in the memo from the bookstore but it was mentioned in previous emails between a DC and the bookstore.
 - 1. Will Culinary and Tourism program and course documents meet the October 1 deadline? According to Dr. Gina, Vicky was working on Tourism program last academic year before the proposed department split. This year she is focusing up on the Culinary program.
- iii. Faculty concern: There were new forms posted for registration adjustment and course acceptance form. Tina mentioned it was one form that was split in two and then posted. Dr. Ray asked that a memo be sent to all DC's with the forms attached prior to posting.
- iv. Faculty Strategic plan will be submitted this Friday.

E. AIER Report

- a. **Anjelica** – finalize the Fact Book Supplemental online, DE Data, CCSSE Spring 2017 Draft, Fall IDEA 2015 Survey Report, working on Fall IDEA Survey 2016, and PPEC Fact Book.
- b. **Marlena** – finalizing AIER Report, 17th edition, Governance Report, and President's Report. This time there was no response received from the board on the governance and the presidents' report.

F. ARO Report – Tina

- a. CBE and incomplete forms have been updated and are available online under Admissions webpage. A memo will be drafted today regarding the registration adjustment and course acceptance forms.
- b. Electronic transcript order is now live with student clearing house. We are teamed up with the National Clearing House and this will allow our students to order their transcripts online. Transcripts will still be processed, in-house manually, but actual orders have been simplified. Student / Enrollment verification can also be done online. The clearing house also takes care of the financial aid reporting and certification. Dr. Ray requested a brief report of services now available to our student from ARO so that it can be reported to the management team meeting. Dr. Ray additionally requested to have PIO draft a campus announcement specifying the online services now available.
- c. Diploma ready is still the norm for the upcoming graduation ceremony.

G. TPS Report – Dr. Gina

- a. Based on strategic plans, there are some department going solo with their activities. Those departments have been advised to provide both internal and external resources for convocations. Department calendar of activities has been created. Dr. Ray requested that TSS activities be incorporated into TPS calendar. Once calendar is done, Deans need to indicate recommend approval, then VPAA will approve it. The President's stand is not to have convocation every month. A copy should be provided to Jayne for the institutional calendar. Dr. Gina mentioned not all spring events have been finalized as they are still being coordinated and worked on. Suggestion was made for those that have secondary components to perhaps combine the events.
- b. Dr. Ray mentioned he doesn't see a scheduled advisory committee meeting for all departments on the calendar.

H. TSS Report – Dr. Mike

- a. Dr. Gina will provide calendar to Dr. Mike to include TSS activities. The English and Math departments will be having On Air (Oct) and Math Kangaroos (in March). Construction Trade

is teaming up with English department. Counseling also has dates for presentation for GDOE schools.

- I. Dr. Liz** – Working on Standard II, Curriculum document with Development Ed faculty.
- a. New names for the course titles will need to be included in the catalog. Dr. Ray mentioned Dr. Liz needs to work with CRC.
 - b. DevEd Q&A. Dr. Ray received feedback. It cleared up a lot of questions many people had. It was recommended to have Q & A's posted in a place that is visible for all. Ana Mari recommended posting it with the schedule of classes for quick reference regarding DevEd courses. Dr. Ray asked that this also be included in the email to the DC's with the new forms.
 - c. New Adjuncts – Concerns received from a DC regarding an Adjunct. A group of students approved the DC regarding concerns. This particular adjunct did not attend a training as they are no longer offered. Dr. Ray suggested posting materials on website for their resource. The DC's are also supposed to observe all adjuncts. Dr. Ray asked Dr. Liz for an update after observation.
 - d. CCS – Still putting together the data as requested by MTM.
 - e. CRC – Dr. Sunga requested that there be some formal SLO training resulting in a certification. Dr. Gina suggested making it a requirement that everyone go through the training. Dr. Ray recommended that the DC's and the department be required to go through an SLO training as they submit their curriculum documents as part of the curriculum process.
- J. Dorothy Lou** – Program review is ongoing. Current focus is Practical Nursing. The data is being reviewed and a meeting with Tina is scheduled to go over the discrepancies. It shows a large number that are declared, in actuality there are not.

Announcements

- A. Next meeting date
 - a. AAD Administrator's T-Zone.
 - i. October 06th in the LRC from 9am – 12pm
 - b. AAD meeting - ~~October 03, 2017~~ October 17, 2017
- B. College Assembly Dates:
 - a. Fall 2017 – October 23, 2017 (Monday)
 - b. Spring 2018 – March 19, 2018 (Monday)
- C. MagPro 5K – October 14, 2017, Saturday
- D. FHB 5k – November 12, 2017, Sunday

Next meeting Agenda Topics:

Action Items

Action Items	Person Responsible	Deadline	Additional Information	Completed
6/20/2017 ISER Report	Gary	June 23, 2017		9/29/2017
8/29/2017 Faculty Senate Strategic Plan	Ricky	Extended to Sept 29 from Sept 15, 2017		

9/5/2017 CCS Report	Dr. Liz	Send report via email to all after mtg		
9/5/2017 Proposal to present data to faculty on how to ensure student completion in dev ed courses.	Dr. Liz			
9/5/2017 Run report of students with certificates of mastery who have entered. Gary to provide Tina names of students.	Tina / Gary			
9/15/2017 At next DC meeting, announce Dr. Ray's request to extract from the strategic plan calendar of events and activities per department and placed in the calendar in addition to being provided to VPAA for review.	Dr. Mike			
9/15/2017 Dr. Liz was asked to provide a list of workshops that PDRC can sponsor, adopt, etc	Dr. Liz			
9/15/2017 Dr. Ray requested that one single matrix of departmental activities be put together.	Deans			
9/19/2017 Dr. Ray requested two separate memos. 1)Incompletes 2) CBE	Tina	In a week		