**Date: March 11, 2016**

**Chair: Dov Kugelmass, Ph.D.**

**Recorder: Carole Lee**

| Topic | Discussion | Action |
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| 1. Chair Opening Statement | Thank you for coming to meeting today. This is Dean Branchini’s last Academic Division meeting. Thank you Ann for all you have done for Academic Division. Presented flowers on behalf of Academic Division.  Not too many meetings left under this group. Dr. Ice will be joining us next month. The last Academic Division meeting as we have known it to be will be May 13th.  Mike Stutz acknowledged Todd Barry for successfully defending his dissertation. Congratulations, Dr. Barry!! |  |
| 1. Dean’s Report | Congratulations, Todd! We are proud of you!  Next year’s common calendar imposes limitations on Fridays; there is one less Friday on the calendar. Need to make sure we build in more hours on Fridays. Count out 15 weeks of learning, reading days, use holidays, etc. Use in planning for Fall semester.  Audit findings in system with monitoring adjunct time. Need to make some effort to ensure that adjuncts use/report time appropriately and that students are receiving the full amount of learning time and course content allotted. Will circulate a couple of ideas within the next few weeks.  Will be putting together a list of Academic Division activities for Dr. Ice. Would like a report from chairs of committees to help build list.  Thank you for all the years of being your Academic Dean. |  |
| 1. Textbook Committee – Will O’Hare | Thank you to those who filled out the Textbook Committee Survey. 330 students/59 faculty 2/3 of students wrote comments. Results will be available after spring break. |  |
| 1. Governance – Nicola Ricker | This year will be a transitional year with the new Governance structure. A Curriculum Chair will be selected before September. Decided to bring back in April for vote on transitional year. |  |
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**MEETING ADJOURNED AT XXX am**