**Date: September 11, 2015**

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

**Recorder: Carole Lee**

| Topic | Discussion | Action |
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| 1. Chair Opening Statement and call to order | Meeting called to order at 12:02 p.m. by Chair. Moment of silence requested in recognition of anniversary of 9-11. |  |
| 1. Dean’s Report/Address/Discussion | Dean Branchini off campus today on college business. Professor Braza spoke briefly on his role as Chair of Academic Assessment Committee (appointed by Dean Branchini). In second round of program reviews. Process is to try to get program reviews and end-of-year reports to give to BOR for their reports. Looking for committee members to help with this. It is extremely important that the programs are reviewed on our level as the BOR is using the information they receive to consider termination or deletion of some programs.  Professor Kugelmass reported from Dean Branchini that President Jukoski has approved moving forward with the Division Directors’ positions in the Academic Division. Dean Branchini would like to proceed as soon as possible and stated that she would like to have just one search committee for these positions.  As the Dean is being pulled away from campus more frequently, Professor Kugelmass has heard, “how can we communicate more efficiently with the Dean’s absence and the President’s new style”? Dov proposed to set aside the 4th Monday during common hour for special meetings if needed. This was brought to the Academic Steering Committee who was all for it. As we are in a time crunch to look at TAP issues, a special meeting regarding this may be needed. Will O’Hare suggested that it be submitted to the Master Meeting Schedule; Allan Anderson asked if it could possibly be done in Blackboard?  Dean Branchini requested that in preparation for a different model for the Division, perhaps think of instituting a Co-Chair for Academic Division. Thoughts?  Pay attention to F and UF grades! | **See Art Braza if interested in serving on the Academic Assessment Committee.**  **Contact Dean Branchini to express interest in serving on search committee.**  **No action taken at this time.** |
| 1. Governance Structure | Ronda Charette mentioned that the College is to vote on each proposal being sent forward at the next meeting. September 28th is the date on which a decision will be made about which one will be going out. Tom Clark spoke to the committee and gave a report to Vicki Baker and Phil Mayer to include in the document. Committee asked that the document be reviewed by legal counsel. It did not get done. June Decker asked that perhaps the Academic Division could vote rather than have the individuals go through their Governance reps. | **Please review the documents that have been sent and send in your vote.** |
| 1. CCAG/CCAL – Dov Kugelmass | Dov met with the group last year and during the summer. They formed a constitution and by-laws which solidified that the community colleges should be getting together and that a faculty voice is good for the system. Vote being held on 9/24/15 (return ballots to Dov) with results going to CCAG. | **Draft copy of Constitution and Bylaws of The Community College Governance Assembly was distributed.** |
| 1. FAC (Faculty Advisory Council) Representative Nomination and Vote – Joe Selvaggio | This is an advisory only council to BOR. Governance is handling the voting, selecting 2-3 names. Ballots should be distributed from Governance Rep. Joe Selvaggio noted that the minutes of this Council can be found on the BOR website. |  |
| 1. LAC (Library Advisory Committee) – Frederick Knowles | Fred suggested that every department should have a representative on this committee. He noted that there is a concern about the hours; an email will be coming shortly. Please consider establishing a representative from your department.  College Committee Calendar is up and running; thanks Kem! Please send dates and times of your meetings by September 18th for inclusion. |  |
| 1. CFAC (Cultural and Fine Arts Committee – Fred Knowles | We are in need of more members. We are responsible for putting on art and cultural events along with co-chair, Sandra Jeknavorian. Would like to be able to tak CFAC to another level. |  |
| 1. GenEd – Mike Stutz | New co-chair for assessment is Terry Delaney. Continuing to collect artifacts (oral communication/historical facts). Assessment teams witll be meeting at the end of the semester.  Course Mapping was completed last semester. Completed phase for TAP transfer degrees. If you have something you want to map, complete form and return to committee. Still need to do mapping for embedded competencies.  2015 Assessment Institute in Indianapolis will be held October 25-27 hosted by Indiana University-Perdue University Indianpolis. Mike, Sarah Selke and Terry Delaney attended last year and came back with a wealth of information. If anyone is interested, please note that you will be obligated to do a two-year “stint” in Multi-State Collaborative. We are looking to send a 3-4 person team; deadline for registration is Monday, September 14th. Please contact Dean Branchini or Carole Lee for information.  Anyone on the Assessment Team needs to talk to Todd Barry; there is a new process for Digication which is much more streamline. Kem Barfield also can assist, instructions are under Digication on website. |  |
| 1. Announcements | Will O’Hare is the new chair of the Textbook Committee. Please send any concerns to him; looking for members.  Edie Ouellet extended an invitation to attend a Health Festival from 11-3 tomorrow, Sept. 12th at NFA. Some students from the Nursing class and Health and Fitness classes will be participating.  Steve Neufeld and Will O’Hare are the co-chairs of L.A.B. The theme this year is Myths & Legends. Brown Bag lunches will be held. If you are interested in participating, please contact either Steve or Will. There will also be a book talk planned; keep the theme in mind.  Carole Lee thanked everyone that has turned in their office hours for doing so, but asked that those that haven’t yet send them to please send them to her via email. |  |

**MEETING ADJOURNED AT 12:50 p.m.**