**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. |  |
| 1. CCGA – Joe Selvaggio
 | Issues that concern all Community Colleges are armed security, food insecurity, TAP implementation going forward. Any issues you would like to bring forth, let Joe know….President Ojakian did attend the December meeting as well as Estella Lopez. |  |
| 1. Digication – Kem Barfield
 | Gave a brief demonstration of the “new and improved” Digication system. Be sure to use the blue form to indicate submission. Please give him a call with any questions you may have. |  |
| 1. Announcements
 | * PTK/Nicola Ricker – Will be hand-delivering invitations to PTK informational breakfast next Wednesday from 8:00 a.m. – 9:30 a.m. to explain the advantages of PTK.
* Terry Delaney – re Digication/Assessment…. Amanda and Kem have it down to a science…5 clicks for students. Still need more involvement.
* Ed Derr – Dean Branchini will be honored along with other Professional Women in the community and students at a recognition dinner/program next Wednesday in the MPR at 6:00 p.m. All are invited.
* L.A.B. – Brown Bag Lunch scheduled next Wednesday at noon in B125. Speaker, Dr. Comforti, Psychologist, will be sponsored on 3/31.
* Ronda Charette asked that Department and Committee minutes be sent to her for completion of Academic Division Goals.
* Best wishes to Dean Branchini from the Academic Division!!!!!
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**MEETING ADJOURNED AT 1:00 pm**