Academic Affairs Council  
Meeting Agenda for October 21, 2014  

Meeting Time:  3:00 PM – 5:00 PM  

Meeting Location:  LBCC Boardrooms  

Attendance:  Open to all LBCC employees and all are welcome!  

Summary of Executive Council Meeting on 10/7/14  

1. The issue of seat time in courses was discussed. There are a few scenarios during Winter and Spring terms when a course schedule precludes adequate seat time because of college holidays (e.g. MW classes meeting Winter term). AACEC decided that this would not be an appropriate issue to bring to the full AAC; rather, these could be handled on a case-by-case basis through the Dean of Instruction, the academic dean, and the department chair.  

2. The idea of asking all faculty to march in graduation was brought up. Then, we discussed the participation of all staff, contracted and non-contracted, in commencement. There is a desire from the Graduation Committee to have more staff participate in graduation ceremonies. AACEC decided that this issue may better be considered as a larger college value and asked that it be forwarded to the college values committee for consideration and discussion.  

3. Question from student services regarding changing the name of the “undecided” major. AACEC decided that more information was needed about what problem was perceived and what needed to be addressed, as well as seeking recommendations. Jeff will contact Lynne Cox and discuss this further and perhaps the Advising Committee should take this up as well.  

4. The role of the AGS degree at LBCC was discussed. Rather than putting this before all of AAC at this time, it was decided to create a small task force to create recommended guidelines for purposeful use of the AGS degree and to solicit programs on campus that make use of it and include those in their report.  

Comments, suggestions, and thoughts are welcome regarding AACEC. If you have anything you feel that AAC should consider, please contact Jeff Crabill (x4627).
Meeting Goal #1
Since course-level assessment is a primary focus of our work this year, Andrew Feldman will provide members of AAC with a brief update of the work of the MAC team and the current status of assessment work on campus. [Chair note: Last year, the reorganization of AAC included a commitment to send standard campus updates to other places for dissemination. We still hold to that standard, however, AACEC decided that this update item would be appropriate given the focus of the college on assessment this year (and the focus of AAC on the goal of quality), and asked Andrew to provide short updates from the MAC team at each meeting.]

Meeting Goal #2:
Discuss and collect input from members regarding the revision of AR 7035-03 regarding Instructor Withdrawal of students.

Preparation:
Please take this AR to your department and solicit feedback on the changes. We will collect this feedback, discuss, and make recommendations for approval and/or corrections to be sent to College Council.

Meeting Goal #3:
Conduct a college-wide discussion on the future of the LBCC catalog, the implementation of Smart Catalog, and give input to the Dean of Instruction’s office about how the college can best benefit from the use of the catalog, both as a tool for advising students and for general dissemination of information.

Background:
The overarching purpose of the catalog is to provide students with the information they need to successfully move through and complete their program requirements, and there has been interest for some time in moving to an interactive catalog. The college has begun the process of changing from a printed catalog to an electronic catalog (known as “Smart Catalog”). That decision was made sometime last school year, and though the change was not widely known at the time, we do have an opportunity now to discuss the role of the catalog at LBCC and to provide input to the Dean of Instruction about the format, organization, content, etc. of the catalog in its new form.

Preparation:
First, please take a look at other colleges versions of Smart Catalog and familiarize yourself with the aspects of the catalogs at a few of the different schools.
Next, share these links with faculty and staff in your area and solicit general feedback and ideas for our own implementation, and consider the following questions:

1. What does the catalog do for students in your program?
2. How prescriptive does the catalog need to be for your program? (e.g. a term-by-term schedule, etc.)
3. How do you want to organize the catalog? (e.g. by program? by degree? other ways?)
4. How do we make the catalog an effective tool for students?
5. How do we make the catalog an effective tool for advisors?

**Notes from Task Forces**

Two task forces of AAC need to consider meeting soon and we seek volunteers for these short assignments.

First, the AGS Task Force needs to form to discuss the AGS degree at LBCC.

Second, the Summer School Task Force needs to reconvene and collect input from departments regarding the summer term schedule “blocks.” Recommendations are needed for Summer 2015.