Operational Assembly

- Shelley Tiwari, Chairperson of the Operational Assembly, was absent. Mary-Rita Moore indicated that Ms. Tiwari would be providing a written report on the Operational Assembly meeting, via the email list serv.

Academic Senate

- Dr. Michael Flaherty, Chairperson of the Academic Senate, informed the Council that the Academic & Scholastic Standards Committee is looking for various clarifications regarding the final exam schedule and a formal presentation to the Senate should happen in upcoming months. The Student Development Committee has been working on low cost textbooks. The Campus Quality Committee has been working with Kevin Kennedy and Mike Garrity to see what improvements can be made to faculty room assignments. The Technical Advisory & Distance Learning Committee continues to work on online certification for faculty. Dr. Flaherty also informed the Council that he sent out the committee assessment guidelines and template to the Senate and there were no questions or concerns.

Old Business

- Assessment of Business Practices and Policies – Kevin Kennedy informed the Council that significant progress had been made in the past few weeks, including the establishment of a contract with Docusign which will allow for electronic signatures on business forms. The first form that will be utilizing the Docusign software is the budget transfer form, which will be broken down into three individual forms to accurately reflect the three current uses: budget transfer, expense reimbursement, and creating a new grant account.

- Shared Governance Committee Assessment Guidelines – Pamela Perry informed the Council that the assessment booklet of guidelines and the assessment template in Microsoft Word format are available on the Council’s web page. She also informed the Council that she had received requests for an actual deadline for all assessments to be complete. The Council decided that the deadline will be May 27, 2016.

- College Council Annual Survey Review - Pamela Perry informed the Council that survey had received a large increase in respondents, following the second promotional push from Council members, and thanked all for their efforts. She stated that there were currently 249 responses and that the survey would remain open until the end of the week. Ms. Perry also asked the Council about timeline for distributing the questionnaire to committee chairs. It was decided that mid-April would be an ideal time to distribute this questionnaire.

New Business

- Classroom Scheduling and Swipe Stations – Michael Garrity, Associate Vice President of Information Systems, was present to respond to recommendations that the Council had received last month, as submitted by Marilyn Craig, adjunct faculty. He reviewed the history of implanting the scheduling optimization system, R25, clarifying that the process of implementing that system began prior to Colleague. He also shared the process that the system and the scheduling office follow, including how classrooms are selected and when manual selection occurs verses system automated selection. In regards to the swipe stations, Mr. Garrity responded to a recommendation to use Canon print stations for adjunct swipe use, stating that the Canon readers are unable to support adjunct time cards.

- Adjunct Faculty Work Space – Dr. Douglas Olson, Vice President of Academic & Student Affairs, responded to communication from Marilyn Craig regarding adjunct faculty work space, indicating that he and his staff have been exploring adjunct hubs on campus and acknowledge that additional hubs are needed. He clarified that adjuncts do not have “base” buildings or locations, and that hubs can be used by all adjunct faculty across campus. The current listing of hubs include two locations in the H-building, the Center for Teaching Excellence, and a space in the T building is currently being finalized. Dr. Olson and his staff will be promoting these hubs to the larger campus community in order to ensure that the spaces are easily accessible.

- Student Affairs Assessment – Dr. Deborah Baness-King, Dean, Academic Success and Lauren Kosrow, Librarian, brought a presentation to the Council on Student Affairs Assessment and the work their team is doing to support assessment in various Student Affairs departments.