

## **Academic Affairs**

Meeting Summary

December 22, 2009

### **PRESENT**

Janice Bacino, Sarah Dellwo, Brandi Foster, Heather Ireland, Dave Jones, Nathan Munn, Sandy Sacry, Tricia Tyhurst

### **STANDING ITEMS**

#### *Leadership Update*

- No update given

#### *Academic Affairs Update*

- No update given

### **NEW BUSINESS**

#### *Budgets*

- Budgets are due January 15
- If a program needs assistance with their operational budgets, contact Brandi
- Frustrations regarding the budget process need to be brought up appropriately at the budget committee

#### *New Faculty Position*

- There is an opportunity to add a faculty position due to the moratorium of the Electronics program. The recommendation is to have a Developmental Math instructor fill that position. All present at the meeting agreed that building developmental courses is important for the institution.
- Tricia questioned the Office Technology faculty position that opened after Kevin's promotion. She believes there is still money tied to it.

### **Action Item**

- Brandi will check with Russ regarding the Office Technology faculty position

### *Summer and Fall 2010 Schedule*

- The schedules for the Summer and Fall 2010 sessions are due February 5.
- The first Summer session starts on May 24, and ends on July 1. The second Summer session starts on July 6 and ends on August 12. The recommendation for faculty teaching courses during the Summer is 9 credits for one session or 12 credits over two sessions.

### **OLD BUSINESS**

#### *UniLOA*

- Nathan asked if anyone had the opportunity to browse the information on Indiana State University's outcome assessment tool. [www.uniloa.org](http://www.uniloa.org)