

Meeting Minutes

Meeting Subject:

Academic Affairs Council

Meeting Organizer:

Cynthia Jowers

Start Date:

5/2/2006

Start Time:

9:00 AM

Location:

Sue Jameson Room

End Date:

5/2/2006

End Time:

12:00 PM

Agenda Items

1 Announcements

Owner:

Eduardo Ochoa

Progress:

Completed

Notes

- a. Eduardo Ochoa - Distributed College Board discipline information.
- b. Carol Blackshire-Belay - Faculty Search and Screen Procedures Meeting, Tuesday, May 2, 2:30-4:00 PM, Schulz 1121
- c. Elaine Leeder - Brown-bag lecture today at noon by Karen Enstam on her visit to Uganda's primate conference.
- d. Bill Babula - Greg Sarris is honored to have Grand Avenue used in the Freshmen Reading Program.

2 Promoting University-wide Engagement with the Academic Mission

Owner:

Eduardo Ochoa

Progress:

Completed

Notes

Elaine Leeder - Meeting with Napa Valley Community College to discuss a partnership.

3 Fall 2006 Enrollment Update

Owner:

Katharyn Crabbe

Progress:

Completed

Notes

We've received 1500+ freshman reservation deposits. Expecting 1600-1650 freshman. Transfer pool not as mature as freshman, but 800 more transfer applications this year over last. By this time next week, we'll have a good

number. Melt will be ~ 150--students who deposit but still don't enroll. We accepted applications from lower-division transfers. We have to recruit more aggressively, by getting departments engaged, and respond to the patterns of demand and grow those departments. We don't want to go to special admits.

- 4 **Faculty/Staff Computer Refresh** Owner: Progress:

Notes

Your inventories will be checked against IT's data. The refresh is for a faculty/staff member's main utility machine. The benchmark will be a Dell (\$1,000) or a mini-Mac in the same price range. Laptops for faculty only, and do encourage faculty to use laptops, because they can use them in the classroom too. Schools may allow for a more powerful configuration, but they will pay the additional cost difference.

- 5 **Hispanic Association of Colleges and Universities (HACU) Meeting Report** Owner: Progress:

Notes

HACU is growing and they've opened a California office in San Jose. Their focus is to get involved with State politics; political advocacy; spread best practices among member institutions; form alliances; internships and leadership programs; faculty development; grants. We'll look into whether they can assist us with recruitment.

- 6 **Avian Flu Planning** Owner: Progress:

Notes

We have to develop a plan--due to C.O. by May 15. Some campuses are further along and we can use some of their plans. Houghton will send around a list of duties.

- 7 **Remedial Math and English Sections for Fall 2006** Owner: Progress:

Notes

we anticipate more remedial need, there aren't enough remedial seats for Fall, and the Registrar is concerned about freshmen building their schedules at the SOARs. This is a retention issue. We haven't turned the switch on Peoplesoft to restrict remedial students from registering in other courses if they aren't already signed up for remedial courses, and it's been a labor intensive process. To create a much cleaner process, we need enough seats at registration to turn the switch on.

8 Scanning Tests

Owner:

Rose Bruce

Progress:

Completed

Notes

As a result of our meeting with IT, the recommendation is to buy scanners for the Schools, so faculty can run their tests. IT can re-direct staff time to other instructional support. It's a resource issue and electronic is more cost efficient. Scanners are easy and convenient, like an ATM versus a bank teller.
