The April 18, 2006 meeting of the Academic Affairs Committee commenced at approximately 11:05 a.m. in BE 8. The minutes of the March 2006 meeting were read and a correction was noted: The Learning Outcomes Workshop will be held April 28.

A Learning and Teaching Celebration is April 21. Rebecca Marine will report on the Learning and Teaching Celebration. Erlinda Chavez will report on the Learning Outcomes workshop.

Carol Patrick will be retiring on June 30, 2006. Dodie O’Donnell will have information on a replacement from Counseling, and Jenine Nolan will arrange the replacement.

Carol Patrick reported that students have gotten their summer school registration times for registration. Open enrollment is now being scattered over several days.

All assessment tests are computerized now. They cover English, math, reading and ESL.

In May, the test calendar will be available online.

Students applying for Financial Aid without a high school diploma must take an “ability to benefit” test, ATB, which is not computerized. It is a federal test.

Multiple repeat of classes – Dr. Johnson has not yet heard back from legal counsel. At this point, 2nd time repeat grade counts and can replace the first time grade; but the 3rd time grade does not count and will not be substituted.

There have been some complaints about how long it takes to get all requisites checked. The reason for the delay is because of multiple prerequisites. If students do not put down all of the classes they have taken, the checking process will miss some of them. Plus, the same people who are inputting information regarding graduation of Spring 2005 and Fall 2005 students, are doing the prerequisite clearances. They are swamped.

Commencement letters are going out now, a little behind schedule because the office just got the mailing labels prepared.

Friday, April 28 is Senior Preview Day. Two hundred counselors and teachers will accompany 1200 students to campus. Shirley Arceo is arranging a day just for teachers and counselors in the fall of 2006.

April 25 is Outstanding Faculty Awards day.

Joy Senf reported on a meeting she attended regarding teaching assignments. We are not dealing with teaching units anymore. They are now called FTES. The college receives
funding for an 18-week class by being paid for students on the roll at the end of the 4th week. If a class has 28 on the roll by the 4th week, that is the number that the college gets paid for. Therefore, all late adds must be in the class by the 4th week. Saturday classes have a longer period to account for students. They are trying to adjust that so that “a day is a day.”

Joy Senf also reported that part time teachers cannot go over 60% of a full load in their fall and spring assignments. If they go over 60% in the summer, they have to get approval. Full time faculty can work 40% in the summer. Full time=100 FTES. With overload, you can go to 140 FTES.

Lynda Sampson reported that the Library is in the process of moving from one data automation system to another. The new system will have many new features and improved access. Books can be put on hold online. The librarians have a lot of work to do to get ready, but they will be up and running by fall. They have 12 training meetings between now and the end of June. There is a feature called “Rooms” for students and faculty, and Linda will report again in the fall. In the meantime, the library will remain open as usual with full service.

The next meeting of the committee will be Tuesday, September 19, 2006 at 11:00 in FA 52. Please note the room change.

The meeting was adjourned at 12:10 p.m.