



AAC Meeting Notes:

Date: September 12th, 2024

Time: 10:30 am – 12:15 pm

Location: Library, Room 141

Attendance: Patrick McDonald, Barbara Hicks Rob Zamsky, Rebecca Noss, David Rancourt, Sandra Gilchrist, Maribeth Clark, Jose Portugal, Manu LopezZafra, Deja Rowe, Joe Moore, Christie Fitz-Patrick, David Brickhouse, Erika Worthy, Bruce Gilley, Erin Fisher, Hui-Min Wen, Sarah Hernandez.

Agenda Item Discussion:

Provost Office:

1. Call for CV's:

A standpoint was needed for promotional review & eventually Bio updates set up on Webpage.

2. Call for Office Manager/Assistant Meetings:

Deja had reached out to office managers to connect for more clarity on office processes and to collaborate as a team.

3. Call for Faculty lines:

Last year memos went out in October, this year Faculty Lines will be sent out by Interim Provost, Dr. Rancourt and will be sent in by Monday where there is more direction. David Brickhouse will address all points in memo.

4. Info please: written schedule of student games for all faculty? (BH)

Manuel LopezZafra, has requested students to send faculty advisors emails if they will be out, and they should all have their schedules.

5. Update Post Tenure Review:

Dr. Rancourt stated that they are making sure all payment dates are reflected in CBA. Should be closed by tomorrow. (9/13/24)

6. Update on Faculty List, all reviews:

This was discussed and there is a list that has been created and updated.

7. Summer efforts of Academic Coaches & New Faculty Advising Assessment:

Dr. Rancourt stated that there is a plan to train faculty on faculty advising, and we are looking to approve this process. Also, to Let any faculty know if they are interested in this training they can also attend.

Joe Moore stated that the goal is to best assist students from the time they start NCF, and go into next year. Joe Moore provided metrics for student experiences to the AAC team. Sandra Gilchrist stated that they need to also support the transfer students and

what their onboarding looks like. Patrick McDonald requested to have assessments for faculty with students done after the semester is over. Hui-Min Wen stated that the academic coaches are doing a good job based on students' software metrics. Patrick McDonald advised to discuss this with others on campus for more statistical research of measurements. Dr. Rancourt shared that Manuel LopezZafra is working on a process for creating courses for the next two years of the academic catalog. Manuel LopezZafra stated that we need to have this and recognizes that faculty leave for semesters, but we need to have these posted so we can have this available for academic coaches and students. Barbara Hicks asked if we do a year of an academic catalog instead of 2-years?

Human Resources:

1. Reclassifying Division Office Managers as Administrative Assistants: (BH)

Need updated job descriptions, Erika Worthy requested to submit all past Position Descriptions for review.

2. Immigration renewals: (SG)

HR and Division chairs will be copied when this information is sent out.

3. New hires, Immigration, revise process through Human Resources:

If anyone you know needs to be sponsored please let HR know so we can get organized with status of visa. Dr. Rancourt requested to have more clarification/organized process for the immigration processes.

Office of The Registrar:

1. More precise four-letter codes (i.e., LITR, LANG):

Will there be more details for this? Beck Noss stated that the Bog has requirements for these codes and this will be reviewed. Becky Noss requested to set up a meeting to discuss SUS metrics for courses. We don't include courses on transcripts, and we need to look into adding this to their transcripts.

2. Assessment: (MbC)

Brad Thiessen shifted assessments to Crishuna Williams.

3. Accrediting agency and liaison: SACS? Other?

Looking for this to fill from Brad Thiessen.

4. Setting up a process for 2024-2027:

Maribeth Clark requested to have more people that work on our assessments. David Brickhouse stated that this is being reviewed and looked at and we may look into this from the SUS. Hui-Min Win requested to have more clarity on accreditation.

5. Clarification: Courseleaf/General Catalog not updated when students entered, so they can still fill requirements of 2023-24, right? (BH)

Becky Noss stated that the Catalog has been revised and posted correctly. The Catalog should state that the catalog is subject to change on the website. David

Brickhouse stated that we need to have the courses posted for better processes for faculty as well.

CFO:

1. Budget updates? (SG)

Endowed chairs will have a letter sent out this afternoon and will be congratulating them for the next year, along with the stipend. It will go through the provost's office, along with receipts for reimbursement, and then will go through the foundation. Clarification will be sent out on the who, what when, and why's. Sandra Gilchrist asked if we receive copies of these letters? Dr. Rancourt responded by stated, Yes, and the request can be sent to the provost office.

Christie Fitz-Patrick stated that reimbursements have been processed. Communications will be sent out for the process of submitting foundation reimbursements. Shan-Mei, foundation CFO, has reconciled all correct amounts for endowed chairs. There will be a way to review the amounts spent and left for endowed chairs.

Heiser building is having replaced ceiling tiles, and more had to be ordered. CNS is the Vendor. Still reviewing the request for a refrigerator. Sandra Gilchrist stated that items in the building/offices need to be updated. Mostly refrigerators, need to be explosion-proof. Christie Fitz-Patrick requested to set up a discussion for the critical list submitted. Maribeth Clark stated that they need fans in rooms. The schedule for the FPC Meeting will be coming and more discussion will take place on critical items. Patrick McDonald asked if there is mold from the leaks where the tiles are being replaced? Christie Fitz-Patrick responded by stating that once the tiles are replaced, and leaks are being fixed and she will share this information with Yoseph.

Items Pending Discussion:

1. "Closing the loop" on 2021-2024

Dates for Action Items:

9/13/24: Making sure all payment dates are reflected in CBA. Should be closed by tomorrow.

Notes:

- Finalizing antisemitism by October 13th all antisemitism is being recognized.
- TA's are increasing and will need more funds, and what the budget looks like?
- Concerns about maintenance will increase bc of the increase in TAs
- Overloads and class time; need a timeline for this to be resolved.

- CFO Update, faculty cocktail hours, going out today, and on Thursdays and will be held at College Hall. - Details to come. There will be \$10,000 flex dollars are being sent to faculty for fall & Spring (mama's G's, Ham Center, or collaborate) Honor system - No receipts will be required and a memo will be coming out soon. This will be for Full-time faculty that have advisees. Christie Fitz-Patrick & Dr. Rancourt will meet and discuss further details.

Respectfully submitted by,
Deja Rowe
Academic Operations and Special Projects Manager
Provost Office