

ALC Summary
December 17, 2015
ET 206

Present: Mary Jane Casiano, Linda Hite, Beomjin Kim, Kim McDonald, Joseph McKenna, Carlos Pomalaza-Ráez, Mike Pressler, Karolyn Smith, Gary Steffen, Nashwan Younis

Absent: Carol Dostal, Abdullah Eroglu, Dawn Renner

Announcements:

Carlos told the chairs he emailed them information about DCS Incentives and asked them for responses to questions about the distribution of the S&E funds. This was discussed at yesterday's AOC meeting.

Carlos also asked the chairs to rank the "primary metrics" that was emailed on Tuesday. Carlos will submit these to Carl tomorrow. Chairs are not obligated to do this unless they want to provide feedback.

The VCAA's office has requested an update to the LTL report. Please send updated report to Mary Jane. Any questions should be submitted to Marcia Dixon (OLS is waiting to hear back from her).

Joe McKenna: Instead of a 0-based budget a formula-based process is going to be used. There will be a base-line for each department. Carlos has an email from Carl which he will forward to Joe. A laboratory plan will need to be developed. There is an expected decrease in enrollment which will decrease the budget and a 1.6% increase in tuition expected next year. Any special budget needs should be presented to Carlos now (at least by the beginning of February). Joe said each department should look at other funding sources before making a request. If you have a plan for the lab fees, make sure it benefits the students and let the students know how the funds were used. Carlos had emailed to the chairs a comparison of admits to each department showing last year compared to this year. We need to be proactive in our recruiting.

Joe said that the hospitality expenses are being looked at more closely. It may come to "business" meetings with meals may be more limited.

There are questions on moving allowances and whether or not they should be allowed. Offers are not consistent. Some indicate a candidate will receive a flat moving amount which would go through payroll and involve taxes and the other is a candidate will be reimburse up to so much and have to supply receipts. If you are considering making an offer with moving expenses, please check with Joe before doing this. Carlos will also talk more with Carlos on this.

Karolyn Smith attended in Dawn Renner's place. Karolyn went over the data collected from the Student Success Center. The Help Corner showed an increase each semester of students served (Spring 14, 21 to Fall 15, 49) and offered tutoring in an increasing number of classes (Spring 14, 15 and Fall 15, 29). On average, most students were happy with the tutoring services they received.

Students took advantage of the Study & Snacks event (most snacks were gone). During the SSC Open House, the attendees were mostly faculty and staff. They may host another open house later.

Karolyn provided a list of important upcoming dates so everyone good get these on their calendars and make their faculty aware of them. For the Spring NSO date 1/8, Karolyn said there are about 10 students so far.

Karolyn said that beginning the fall 2016 semester, every student who wants to graduate will be required to have a clean audit in myBLUEprint in order to be certified for graduation. The Registrar's Office is going to create a new position that will be doing this certification process. Karolyn suggested that each

department have the goal of clean audits for all spring 2016 graduating students. Karolyn can train anyone who does not currently know how to make an exception request (an online form). She and Dawn can continue to help train anyone who seeks assistance with myBLUEprint. (Carlos and Kim completed this training and said it was worth it). Gary recommended that there be a “hard” deadline date set for graduation.

Carlos spoke on behalf of Carol who was unable to attend. The First Lego League competition was very successful. Nash and Carlos wanted to express thanks to Zhuming Bi and Guoping Wang for refereeing for the whole competition when one of the referees could not make it due to illness.

Respectfully submitted,
Mary Jane Casiano, secretary