Minutes – A&T Leadership Committee Meeting Minutes


October 4, 2017 HUB 119

We started with a discussion catching up on last two weeks:

-ZS feels 6 credit release time for chairs is totally justifiable and he works for it. We need parameters to define release time.

Question: will we use release time or will we do this for free? JS: Each role is different (Teacher Cert. as an example). Other programs do not deal with program coordination link Teacher Cert. Some coordinators only order supplies – it is not apples to apples.

We have to decide on how much release time we will need allocated. Discussion continued about release time. We should have more release time than J&S, they got no release time in their model, though they are not fully approved yet.

JS: First we should develop the structure and then decide how much release time we need.

What is a leadership team and who is it comprised of? It is an administrative structure that will replace the chair work.

Discussed J&S structure.

(Jason: think of a representative leadership team – design it top down and do a tiered approach- maybe two layers).

Need some kind of house of representatives? For curricular or problem solving gatherings.

Looking at all of the stuff that has been moved around (chairs jobs that have been spread/put into those four positions) – Need to talk with the admins so that we identify what is left to do.

Our admins can take the duties identified and be in different buildings. We do not want admins to be put into one building away from everyone.

Right now, our programs are all in different buildings.

What would Chairs have to do:

- Hiring of TLs
- Observations of Teaching Lecturers and Nontenured faculty, and pre-tenured review
- budgeting
- developing mentor program for new faculty
- put out fires
- student faculty concerns and issues
- managing disputes/HR issues
• communication with dean (as needed)
• address technical issues
• transfer evaluations
• parents/family issues
• students
• face of department/represent campus wide/open houses
• coordinate auditions
• scheduling

Re Budget: decisions made at discipline level but have one person doing all budget work….still have discipline fopal. Some budget is discipline specific and other budget stuff is cross discipline/shared needs.

To Do List:

1. We have a sense about what is left for our structure to do, now develop a model
2. Next meeting bring ideas for models using the roles.

What is our timeline: Need to have cluster leadership team in operation by next fall 2018 (transitional) no chairs by fall 2019.

President: Are programs sustainable? Market analysis, program financial data – need to articulate their criteria for evaluation – once we get data, we have to consume data and make decisions.

Next Meeting: Wednesday, October 18, 2017 8:00-9:00am HUB 119

For next meeting: Let’s discuss another need that is unique to the A&T cluster. I am not sure what it would be called, but a faculty member who can coordinate/support software changes that our TLs use especially for general education courses. This person would have a primary role to keep up with software changes that our TLs use in general education courses especially as the changes might require curricular development (changing learning outcomes or other academic content related to the courses). This person might be responsible for troubleshooting with TLs, helping them to learn new software or adapt to the changing software, imagining curricular changes, and other kinds of issues that arise with changing technologies….. I imagine that all or most of our disciplines might have this need.