Academic Services Administrators
Meeting Minutes
December 18, 2013


1. Call to Order: The meeting was called to order by D. Bertch at 0800.

2. Meeting Minutes of November 20, 2013: The minutes from the November 20, 2013 Academic Services Administrators meeting were approved as submitted.

3. Information Sharing
   3.1 Cabinet Update: A brief overview of the Cabinet meeting from December 17, 2013 was provided. Minutes from the meeting will be distributed once approved. The Board and Cabinet discussed inclusivity. Operating and capital budgets were briefly discussed.
   3.2 Announcements: None presented.

4. Business
   4.1 Faculty Seminar Days (Winter): G. Fredericks distributed the final version of the seminar days schedule stating the schedule has gone to print. D. Bertch noted the general session on assessment is open to everyone. Contact G. Fredericks with questions.
   4.2 Division Meetings: D. Bertch and the Deans will address this item after the meeting.
   4.3 SARA (State Authorization Reciprocity Agreement): G. Fredericks provided the group with background information and a brief overview of SARA. SARA, an agreement that establishes national standards for interstate offering of postsecondary distance education, will help eliminate the obstacles of providing online courses to out-of-state students. G. Fredericks provided the group with out-of-state online statistics from the past three years. The statistics show 131 out-of-state students have taken an online course during that timeframe. G. Fredericks stated the decision to move forward has not been determined.
   4.4 MTA (Michigan Transfer Agreement) D. Bertch provided the group with an update regarding the Michigan Transfer agreement stating there are still revisions being made to the agreement. All community colleges and public four year institutions are expected to sign the agreement. Once signed, all general education courses will need to transfer under this agreement.
   4.5 Classroom Management training Update: G. Fredericks provided a brief update stating the process of writing the foundation grant has begun.
   4.6 Online Best Practices Recommendations: G. Fredericks requested an endorsement from the Deans to move forward with developing a strategic plan. After discussion, it was decided that a strategic plan does need to be developed. Discussion regarding who should create the strategic plan took place. It was determined that further discussion needs to take place. D. Bertch and G. Fredericks will begin this discussion.

5. Other:
   5.1 T. Buszek reported a group of engineering students from U of M interested in building a wind turbine contacted Rick Garthe seeking a training session on the topic. A four hour training session, hosted by Rick Garthe and Erick Martin, took place. Feedback was positive.
5.2 J. Taylor reported the paramedic accreditation group will be on campus the first week of the semester.

5.3 D. McCurdy reported receiving several complaints from students regarding extra credit.

5.4 G. Fredericks reported Apple specialists will be on campus to provide iPad training January 10th and 11th. Some form of training will be required prior to using the iPad cart.

5.5 G. Fredericks reported the Faculty Success Center, located downtown, will be shifting to a multipurpose room. Modifications to the technology lab and the small conference room located at Texas Township campus are being recommended. The modifications planned for the TTC will be part of the capital request process.

5.6 G. Fredericks asked the Deans for assistance in getting the names of new part-time faculty for the on-boarding sessions.

5.7 D. Bertch distributed the revised A. R. E. form and asked the Deans to discuss the form at division meetings. The form will be available to faculty online beginning the first day of the semester. The form will remain available through the end of the semester.

6. Reality Check: None presented.

7. Kudos!: None presented.

8. Wrap-up/Next Steps/Agenda Items: As stated in the minutes.

9. Adjourn: The meeting was adjourned at 0845.

10. Next Meeting – The next meeting of the Academic Services Administrators is January 22, 2014 at 0800 in room 3340.