

President's College-Wide Advisory Committee on Academic Planning
Meeting Minutes
February 7, 2011

Present: Mark Fregeau (Chair), Edward Desmarais, Raminder Luther, James Cullen, Krishna Mallick, Arlene Greenstein, Michele (Shelly) Sweeney (Acting Recorder)

Mark Fregeau convened the meeting at 11:10 AM. He reported that all the departmental draft reports were submitted on time, and that reports were submitted to reviewers. As of this date, he reported receiving eight reports from the departments after reviewers had made comments, and departments had an opportunity to revise. Mark is giving the departments a date of February 11 to get their final reports submitted to the committee. Comments from departments say that the reviewers were helpful.

Mark stated the meeting's objective- (1) to nominate a recorder, and (2) investigate a process to review the department's final reports. Shelly Sweeney offered to take today's minutes. In reference to a process, Mark suggested one possibility was to give each person four reports, with two members of the committee reading the same reports. This allows two members looking at four reports in detail. After their review, they will then bring them to the larger committee.

Arlene Greenstein suggested that we first look at our final outcome. The members revisited the charge of the committee. Members were very concerned about what the final report should look like. Ed Desmarais suggested that we have access to the budget. Because the Provost had only met with us at the beginning of the process, the committee requested that the Provost come to our next meeting to help define our mission.

Mark reiterated the original dates of our report:

3/3 draft of our committee's report to Provost completed,
4/25 report posted on Navigator for larger community review

Ed Desmarais suggested that we first "pilot" a review of one report- that we all review the same one together and discuss as a larger group- so that we are all on the same page when reviewing. Through this pilot, we can have a conversation about what we are looking at.

The committee brought up another idea of first reading the four reports, and then reviewing a "pilot" so that we will have some knowledge of what will we see in reports.

By Wednesday, February 9th, Mark will get all the reports that he has to the committee so that they can start previewing the information. As you receive them, please let him know that you received them. He will send the remainder on Friday.

Shelly suggested that we make a pdf file of each report so that they cannot be tampered with. This prompted a discussion on security, and where the reports could be housed electronically for the entire committee to access. Arlene offered to investigate where to house the reports.

Ed suggested creating a summary of guidelines with sources, and that we should all review the minutes with statements that we want clarified before meeting with Kristin.

Mark said that he would check to see if all minutes were posted on the Academic Affairs website. He voiced the need of a flexible “template” to organize our own personal reviews.

Meeting adjourned at 12:25 PM.