



Meeting Minutes

9:00 – 11:00 a.m.

BMIT Leadership Team

Date: November 7, 2007

Room: GB 135.2

Dean Berry, Radecka Appiah-Padi, Mary Speiser, Curlada Eure-Harris, John Lightner, Bill Holda, Madeleine Townsend, Virginia Werner, Peter Lincolnhol, Sheri Best

Topic

Person

ELT/Deans' Council Update

Judi

Notes:

1. Dean Berry confirmed the January Professional Development Days. The Division day will be on the 7th, and will go from 9:00 a.m. to 5:00 p.m.; College-wide days will be on the 9th and the 10th. The Division professional development will feature workshops from two invited widely-recognized and popular speakers, Sam Glenn (<http://www.samglenn.com>) and Dr. Denys S. Blell (Vice Chancellor of Human and Organizational Development, Dallas County Community College District). Mr. Glenn will present, "Kick in the Attitude" and Dr. Blell will conduct a workshop on Emotional Intelligence. The day's activities will include interaction through identifying and analyzing Division-related case studies and will be accompanied by exercises and videos.
2. Liberal Studies English faculty replacement requests. Approved by Deans' Council.
3. New budget cycle for 2008-2009. The Deans' Council will be working to identify: Where can we save on costs? Which new initiatives need to be funded? Do we need new faculty positions? All suggestions must be framed in terms of Academic Goals and the Strategic Plan. The College is considering surplus money from the 2007 budget year (announced in Campus Communication last week), for future anticipated reductions from the State.
4. Employment data received from the Academic Affairs Office: the Dean asked leadership to review the data and if there are questions and/or concerns regarding the data, please let the Dean know so she can share concerns at the next Deans' Council meeting.
5. MBEA 2007 conference speakers: Dean Berry sends out a thank you to Dennis Pippet, Rebecca Lawson, Radecka Appiah-Padi, and Curlada Eure-Harris for their professional presentations.
6. Dean Berry reviewed the Business and MAIT department reports with Vice President of Academic Affairs at her 1:1 meeting last week. From that meeting the Dean was very pleased that the VP has moved on many of your concerns. For example: The VP, Dean, Facilities Operations, Physical Plant leadership toured the Hospitality Gourmet Kitchen A&S 207 on Tuesday to review the facility issues.

Instructional Office Update

Radecka

Notes:

7. Declare Your Major Day is 3:00-7:00 p.m. November 28th. We will continue our theme for branding and consistency. There will be similar activities College-wide. Student Organizations will help with staffing registration and recruitment tables and distributing flyers for the Faculty Award. Student Organizations include the Paralegal, Accounting, Hospitality, IAAB, A--, and Photo Clubs. Project is headed by Richard Lewis with the assistance of Bill Motz. Featured presentation is: *The Top-Ten Features of an Employee*. Students from 10 business classes are invited to the panel discussion. Suggestion that more faculty get involved, perhaps in programs that are under-enrolled. John Rocco, Jean Welsh, Fred Clark and Tami were suggested.
8. Curlada: needs updated electronic curriculum completion forms.
9. Radecka Appiah-Padi will provide. Apprenticeship Program. Apprenticeship Program: Richard Scott

and Dave Jackson are working hard to get companies involved and place students. There will be a luncheon for the businesses that are on the edge of signing up. We would like to get more companies to make a commitment. Richard will be giving a presentation at the luncheon. There will also be a plaque given to AJ Boggs at the luncheon. We may want to ask AJ Boggs to speak about how things worked with there apprenticeship. We might consider inviting the student who did the apprenticeship with AJ Boggs to speak as well. We need to work nailing down the agenda for this luncheon. Provide the attendees with the process that will be used in the apprenticeship program. We need to be doing some referrals to companies and sending them some resumes. We are looking for additional students who would work for the State Department. Cindy Holmes is working on a list of CIT students to get some interested students involved. Once the students have been identified, we will be doing a resume and interview sessions. By December 10, 2007 we are hoping to have a list available to send to the State Department. Please forward the list of students for the State to Judith Berry because she is the contact for the State.

10. Curriculum proposals: Judith and Vickie reviewed about half of the curriculum proposals with Vickie earlier this week. The number one thing that Judith looks for on these is the proof sources, for example, Department of Labor data, company job postings, and occupational forecasts. Virginia and Karl Dietrich did an outstanding job on the curriculum proposals. Virginia said that Mary was a big help as the curriculum leader for MAIT. Within the MAIT department we need a more formalized process. There should be some responsibility to the course and curriculum committee that the proposals that come forward are the work of the group. We also need a more orderly intake process. We would like to have Mary review the curriculum proposals and assist with smoothing out the issues before they go to the department chair. **ALL PROPOSALS MUST BE READ AT EVERY LEVEL.** The first read through should not be at the Dean's council meeting. Have a required meeting for anyone wanting to fill out course proposals, and give them guidelines for doing the course proposals and beginning the process. The first read should NEVER be with the dean. Our goal as administrator is to be able to say yes, but things have to be in good order. We would like to have the sheet with the requirements for the curriculum proposals be part of the curriculum proposal packets. We may need to have the Divisional Instructional office meet with the Department leadership at the beginning of course proposals regarding the process and the expectations.
11. We will not meet next week because Judith will be out and several people will be at the League of Innovation conference.

ISO Update (CPARs)	All
Notes: Deferred.	
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