



Meeting Agenda

9:00 – 11:00 a.m.

BMIT Leadership Team	Date: November 28, 2007
	Room: GB 135.2
Attending: Judi Berry, Bill Holda, Radecka-Padi, Mary Speiser, Marie Plant, Curlada Eure-Harris	
Topic	Person
ELT/Dean's Council	Judi Berry
<p>9:30 – 10:30</p> <p><u>Expanded Academic Affairs</u></p> <ul style="list-style-type: none"> • Discussion of Goals and Contributions of each area • Needs and Joint Support for Academic Affairs & Academic Master Plan • Prioritization of Academic Affairs Projects and Initiatives <p>Academic Affairs</p> <p>Goal #1: To promote excellences in academic offering both in curricula and delivery, and fiscal responsibilities.</p> <p>Goal #2: To provide learning and support opportunities for faculty and staff to grow in subject matter expertise, pedagogical knowledge, technology integration, and ability to promote learning within a diverse student population</p> <p><u>Draft suggestions to the Academic Affairs Goals:</u></p> <p>Goal # 3:To assist in opening the world through intercultural experiences and opportunities.</p> <p>Goal # 4: ...To create pathways for student opportunity and success through K-16 articulations and partnerships that values people and promotes cooperation and collaboration...</p> <p>Goal # 5: To lead in developing a college-wide culture of cooperation and collaboration, building a team that accomplishes the impossible for the benefit of students and the Greater Lansing community!</p> <ul style="list-style-type: none"> ⤴ Academic Master Plan: Faculty of the Future: ⤴ CIC: Expand the number of faculty on CIC. ⤴ PD Days in January are the 9th and 10th. Faculty must enroll online by Monday, January 7, at 5:00p.m. ⤴ Global Perspectives Conference: April 1-3, 2008. Keynote Speaker Topic is “Globalization of Healthcare.” ⤴ PRESS: Kathy Shaffer will send out a message to Group B programs when data is ready from the research office. <p>10:30 – 11:00</p> <p>Dean's schedule for remainder of December</p> <ul style="list-style-type: none"> • Next two weeks, course review <p>Rubric will be developed for the Course reviews</p> <ul style="list-style-type: none"> • December 18th strategic planning with expanded academic affairs & the Christmas luncheon with Roberta Peterson <p>How will divisions handle inputting of wellness activities for faculty?</p>	

11:00 – 11:30**Budget 2009 Cycle Information**

The Divisions' budget officers can come to division leadership meetings.

Budget officer should do "what if statements" regarding course fees versus number of students in each section of course.

2009 Budget Cycle: Budget Office will get divisions RER by the end of next week. Budget staff will build baseline budgets for divisions immediately.

Adjustment to 2008: Staff benefit amounts (benefit load change, based on retirement rate, which must have happened centrally) were the only adjustments in division budgets. Charge backs may be adjusted for the current year, 2008. Question: At which/what level does charge backs work?

11:30 – 11:50

Further thinking about last week's notes (program review thinking)

Deans' Council Retreat: 12 noon until 5:00 p.m. December 17, 2007 in HHPS Building. Lunch will be served.

Campus-wide Portfolio Software: For staff and students portfolios. Gary Knippenberg item for future discussion.

Student Success**Curlada Eure-Harris**

No report given

Budget**Marie Plant**

Judi: The budget officer will be available at our BMIT Leadership meetings beginning in November of each year until at least March. Marie: Course fee process and structure – Marie will work with each of the program areas to match course fees with the number of students per course during the 2009 budget cycle. Need college-wide parameters for setting course fees.

REF Model: The REF for programs will be available next week.

Major renovation request are due January 8th to the college-wide.

Baseline budget is being worked on and will be ready by holiday break.

Perkins: 2008 BMIT/Perkins project money will be reallocated to pay for DMAC equipment.

Peter checked on if major equipment has been ordered. Requisitions are done according to Peter.

Peter will organize Perkins' equipment meeting for next week. Included in the meeting will be Marie, Radecka, Jonathan, Maddie, and faculty requestors.

ProDev Initiative**Richard Scott (Scottie)**

No report given

Instructional Office**Radecka Appiah-Padi & Mary Speiser**

The Instructional Office (IO) recommends to the Deans' Council to expand CIC by specialty not by just the number of faculty. The IO suggested an expansion of CIC members to include someone from the Registrar's Office, the CIMT group, and others. Additional membership should include those people responsible for course and curriculum proposals, college-wide scheduling, and those responsible for putting procedures in place such as the withdrawal process.

Course and Curriculum Proposal Resources Needed: Radecka, Peter, Jonathan, and Marie will rewrite the Perkins Project to accommodate the major equipment money that is needed for DMAC by next week. Leave about \$5,000 in the Perkins Project budget for apprenticeship and reallocate the

remaining amount to DMAC.

Declare a Major Day: Three panel speakers, faculty advisers from each program area will be available for advising, and seven vendors will be available. The division is expecting about 150 students. (See monthly report for details).

Apprenticeship Orientation: Monday, December 3, from 5:30 p.m. until 7:00 p.m. This event will allow students to find out about apprenticeship opportunities with the state of Michigan.

MAIT Department Update

John Lightner

No report given

Business Department Update

Bill Holda

Hospitality Renovations: Bill and Ian will visit Okemos High School to look at vacated space for Culinary Arts Program. Bill was encouraged to submit a Hospitality Renovation request again. Roberta Peterson, Chris Strugar-Fritsch, Peter Lincolnhol, Bruce Caradine, and Judi Berry met in the Culinary Arts kitchen in A&S 207 to talk about upgrade needs. Ian needs to submit renovation request by January.

Bill reported on the ISD Culinary Arts Dinner that will be held at the Kennedy Grill on Thursday, December 20, 2007. An e-mail has been forwarded to the Board of Trustees and the President' Office. Cost is \$25 per person.

Visitation Request from Capital Area Career Center: Staff called to see if faculty from both the Business and MAIT Departments could visit classes at CACS. Business Department faculty members have agreed to visit. Faculty from MAIT have not come forward according to Mary Speiser.

Advanced International Business Institute for Community College Faculty at MSU: Bill Motz will attend and has been on the planning committee. This Institute is being held June 2-5, 2008. Other faculty will attend from the Business Department.

CPAR BMIT042 regarding the 80% pass rate has been resolved and closed. Math prerequisite for Accounting area: The CPAR recommendation has been accepted for Accounting. The broader question will be taken to the Institutional Board, and Radecka will report back to the BMIT Leadership after the next Institutional Leadership meeting. Radecka will send a note to the Accounting faculty regarding the decision about the Accounting CPAR resolution being accepted.

Other:

All

Instructional Office: How do we answer the staff when they ask about the college surplus money? Staff will not want to take budget cuts during the 2009 budget cycle.

Answer: The dean will bring this concern up at next Dean' meeting.

Budget Office: Part of the surplus is that the college received their back payment from the state. Additionally, the college realizes that the employee benefit rate had been overstated at 45%, which is too high. The college will look at reducing this rate to something between 35 and 45%. The President indicated that the college will be strategic in determining what to do with the surplus dollars.

1. December monthly reports **due Thursday, November 29.**
2. CPAR BMIT042 from Virginia Werner – 80% Pass Rate: This CPAR was given to Radecka to follow-up on and give a report next week.