

Administrative Cabinet Meeting Minutes
February 12, 2004

Present: Scott Bendle, , Carol Easley, Beth Franz, Pete Grant, Barry Habony, , Brad McCormack, Lew Milner, Mark Monnes, Peg Moir, Sue Paynter, Ginger Perowitz, Dean Schaad, Troy Shutler, Bruce Sliney

Absent: Janet Boeckman, Dale Doty, Dave Cardwell, Kim German, Doug Hanuscin, Brooke Henwood, Alice Hutzal-Bateson, Beth Price, Doris Smith

1. Minutes for the January 8, 2004 meeting were approved.
2. Carol Easley reported on the last Board of Trustees meetings. The Board was very pleased to have the group represented and welcomed the opportunity to keep the lines of communication open. Easley then provided a recap of the Board agenda items which included renewal of non probationary faculty contracts, a report on winter quarter enrollment, a breakfast in Akron hosted by the governor, and discussion of a governance model. A change was made regarding which cabinet members will attend future board meeting. It was decided that Beth Price and Carol Easley will attend on February 25th. Beth Price and Bruce Sliney will attend on March 24th. Bruce Sliney and Ginger Perowitz will attend on April 28th.
3. Kate Peresie joined the meeting to explain and discuss the AQIP and PEAQ assessment models. A hand-out comparing the two models was distributed and discussion followed. A "balance" sheet showing the positive and negative aspects of both models was developed by the group. A summary of the balance sheet is attached. A hand out on the criteria for accreditation was also distributed to the group. Kate indicated that she would like to attend next month's meeting to get some consensus from the group about which model would be appropriate to use. Kate also stated that 12 institutions in Ohio currently use AQIP and she hopes to have a panel of people who use this process talk at a future professional development day.
4. Barry Habony gave an update on the Professional Development Committee. The committee reconvened 2 weeks ago and is looking at three areas of professional development. The three areas are; professional development at the department level for activities such conferences and workshops, tuition reimbursement, and mini-grants. Other institutions have been contacted to see how they use their professional development funds. The Professional Development Committee needs a new member from the Administrative Cabinet to be part of this group. Lew Milner will send e-mail notification about the opening to those not in attendance. Any person interested in being part of this committee should contact Barry.
5. Michael Renock-Welker joined the meeting to discuss a proposed phase-in plan for a distance learning department. He provided information about the various types of distance learning that the college currently offers and discussed the gaps that exist in adequately provided such education. Michael then distributed a hand out which outlined the phase-in proposal. The group will review and discuss at the next meeting. The proposal is attached with the minutes.
6. Brad McCormack gave an update on the online registration orientation sessions. All the sessions went smoothly and were well attended. Feedback from students was positive.

McCormack also distributed the report (requested at last meeting) regarding students who enrolled late for Fall quarter. The report is attached with the minutes.

6. Lew Milner will invite Dr. Abrams to the next meeting to discuss budget issues.
- 7 The next cabinet meeting will be held on March 11, 2004 at 3:00 pm in room 92A Fallerius.