CHECKLIST MEETING AGENDA
Wednesday, December 2, 2009
2:00 p.m. – 3:30 p.m.
Molstead Conference Room

1. Additions to the Agenda
   a. Syllabus Builder Update
      ▪ Lloyd provided a handout from the latest steering committee
      ▪ There is a need to share this information with admin assistants
      ▪ Office of Instruction to issue a mandate that faculty use syllabus builder
      ▪ At present, training needs are being handled by division chairs and administrative assistants (eLearning can help if needed in the future)

2. Grant-in-Aid Balances
   a. Bob provided a handout
   b. All grant in aid awards must be made by December 15th in order to avoid the issues of drop for non-payment or business office refunds

3. Spring Enrollment
   a. Everyone is looking for instructors and additional spaces
      ▪ Bob, Judy and Judy to visit Riverstone properties for possible additional spaces
   b. Dual Credit
      ▪ Bob shared a handout listing several classes where dual credit students were looking to be added
Bob also addressed a transfer issue related to dual credit that he is dealing with.

Steve Casey is working with a recently formed committee to find better ways to facilitate the registration of dual credit students, including allowing registration at the high schools and allowing high school counselors to register for their students.

Discussion about the differences between doing the classes on the NIC campus and at the classes held on the high school campus.

Bob’s handout also highlighted the academic standing of our dual credit students – which indicates that generally, our dual credit students are succeeding at a level above that of our overall population.

c. Cancelation Date Dec. 17

- Division Chairs to forward any cancelations through their Deans

4. Stand-Up Meetings – several division chairs offered suggestions for the format and structure of the meetings
   a. Sharing the Presidents’ Cabinet agenda should be continued
   b. Sharing what is happening within the divisions

5. Library Director Search

6. Required Reports – new deadline: Friday, December 4th

7. Cancel Dec. 16 Meeting – no meeting – we can go help Math move into the Seiter Village

8. Campus Climate/Rumor Control
   a. Employee Day is still be discussed across campus
   b. Salary discussion involving the comparator schools, and a concern about the possibility of changing this list

9. Good of the Order – concerts this weekend, pottery sale next week