

Administrative Assistants' Council
Meeting Minutes
September 21, 2012
Curricula Structure and Changes: Barbara Morris, Provost
Vice President of Academic Affairs

I. Strategic Plan

After various listening sessions, the Strategic Plan for Fort Lewis College was formally established. The plan in its entirety can be found on the president's website. Nine pages of the plan are dedicated specifically toward Academic Affairs.

1. Student success is the first goal that is being addressed on-campus. In previous years across the nation, the priority of state and federal government was access to college. That wasn't sufficient. The concentration now is access plus completion—to produce graduates with degrees who will become successful in the 21st century.
2. Finish in Four. This is the second most important goal being addressed at Fort Lewis.
 - a. What structure and institutional practices need to be in place to complete a degree in four years?
 - b. Create a degree-track that has integrity.
 - c. Carol Smith will serve as lead for this goal.

II. Compliance

Academic and General Education Commissions along with the Commission on Higher Education met in Denver to address state statute and policy. Discussion took place on how "drifting" from state statute and policy has occurred. A 10-point checklist was created to assist institutions of higher education re-establish balance. Areas that will be addressed at Fort Lewis are:

1. Re-aligning ourselves with COF (College Opportunity Fund). The current maximum credit load to receive a bachelor's degree is 145. The goal is to decrease that number to 120 over the next few years.
2. R-work our Liberal Arts Core to equal statute. Our core max is 45 credits, but the statute maximum is 40.
 - a. Return to 3-credit classes. That will affect workload and culture.
 - b. Remove extra EGC and PE classes.
 - c. Remove one EGC and PE class.
 - d. Remove two EGC classes.
3. Student Transfers should be smooth and shouldn't have to "double-dip" in reporting. Pre-requisites, Liberal Core, General Ed, and Electives will need to be addressed in this process.
4. In order for changes to be made for the 2013-2014 catalog, all the re-working needs to be completed by December 1, 2012!

III. Accreditation and Quality Initiative:

A team will be visiting our campus in 2015 that will assess measureable data over the next three years in preparation for accreditation. We will need to meet 5 criteria and sub-components. This will be an institution-wide effort. Many will be asked to be volunteers on teams to assist with the completion of this process. Information will be posted on a quarterly basis on the Academic Affairs' website

IV. Charge

Barbara has asked that we be part of the effort to continually assess the effectiveness of the strategic plan. We have had processes change (i.e. travel form, RFP). Are they helpful? What are we doing on a daily basis that could be done better or made easier? Please forward your thoughts on this topic to Connie Rauen, Coordinator of the Administrative Assistants' Council. A list will be generated and a follow-up meeting will be made with Barbara Morris and Steve Schwartz.

V. Updates

1. A Master's program in Teacher Education/Teacher Leadership is ready for final approval by the Board of Trustees on October 4, 2012.
2. Cooperation with our local community college has been established. If a student declares that it is their intention to continue at Fort Lewis, they will not have to re-apply here. They will be auto-admissible.
3. No budget cuts are anticipated for higher education this year. However, no funding is proposed either except for deferred maintenance.
4. We are researching modeling for the quasi-private school that we may become in the next 10 years. The state will still own the land, but we will have to fund general operations and maintenance.

VI. Arts, Humanities, and Social Sciences

We are currently piloting joining AHSS and NBS under one dean. There is a salary savings having fewer top administrators, but the framework of Associate and/or Assistant Deans are still being deliberated.

Minutes submitted by: Chriss Weldon