Minutes Approval – May 7, 2007      Seconded. Approved.

Report from the Chairperson – Gail Knell

Correction to the agenda - Caren Pray is the Chair of Academic Policy and Standards, David Hemenway is the Chair of Institutional Research and Planning and Hemant Chikarmane is the chair of Academic Technology.

Report from the President – Kathleen Schatzberg

- Congratulations to George Bent on his accomplishment of riding from Sandwich to Provincetown in 2 hours and 12 minutes and winning the “Last Gasp” race.
- Opening of the new school year went very smoothly. Enrollment is up, although the exact figures are not in yet. Thank you to all of those who worked so hard on opening.
- Sustainability Agenda- President’s Climate Committee- is going to be very important this year. The main commitment of the committee is to complete the audit on our carbon gas and once we complete the audit we will create a plan on how we get zero?? The Sustainability committee will be appointed and everyone who volunteered will be on it. The committee will focus on the ideas that came out of the spring Professional Day. Cape Cod Community College is considered a leader in this area. The Office of Environmental Affairs is supporting us.
- On Thursday, September 20th there is a Connect Sustainability meeting and Tony Corzi who spoke here last spring will be the speaker. It is an all day program and please contact Stephanie Brady if you would like to attend.
- Trustees Allen Larson and Elliott Carr have completed their second terms and the Governor has replaced them with Lissette Blondet the Director of Community Benefits and Associate Director of Community Health at Cape Cod Healthcare and Sheila Vanderhoef, Town Administrator of the Town of Eastham. Robert Mills and Cynthia have been reappointed for a second term.
- Strategic Planning Committee is still being worked on, David Hemenway has a list of 33 names and we are trying to get it down to 20-22 people to serve on the committee. Once she has the names she will call the individuals. Planning was one of the issues identified at the last strategic planning process that we needed to improve on. We need a well balanced committee.

Report from the Vice President – Philip Sisson

- Soft implementation of on-time registration – processed 368 of the forms and have processed the data to help us. In January the real on-time registration implementation of the policy will begin. Student has to be here for the first day of classes. If you have issues with students not getting into your classes appropriately please contact your deans as soon as possible. Many thanks to the Enrollment Services staff for all their hard work during this time.
- The Academic Policy and Standards Committee (APS) is going to look at what seems to be a conflict of the add/drop policy and the on-time registration policy.
- Enrollment is up and we would like to keep it up. The Student Success/Early Intervention form is already in place and the Advising/Counseling office is receiving some. If enrollment is up 5-7% all we need to do is retain those students and the college will be fine. Thanks to the Advising and Counseling staff.
• Two faculty forums on new faculty hires were held this past week. A feedback sheet was sent to everyone and if you have comments the deadline is September 21 to submit to the form to my office.

• Copies of the new Honors Program brochure were distributed today and he is working very closely with the new chair of the program, Delores Bird. Moving toward our be prepared to be part of the Commonwealth Honors Program

• Professional Day – Thank you all for your feedback and in October he will be discussing some changes for upcoming professional days. Had a major meeting today discussing holding professional day more into the semester rather than at the beginning.

• Learning Communities – Encourage faculty to talk with Kathleen Clarke, Lisa Heller Boragine, Patricia Allen, Robbin Dengler who are working together on learning communities. Robbin and Joan Loncich will be presenting on learning communities. We had this here before called Pair Courses. We have three courses running and over 50 students enrolled. This is an important academic retention strategy at the college.

• NEASC Forums- should attend the forums your comments are welcome.

• Constitution Day- thanks to Susan Miller and Claudine Barnes for organizing this. The event will be held this Wednesday, September 19th in the Lorusso Building, second floor, and Rep Turner and Senator O’Leary will be attending.

Report from the Vice President – Dixie Norris

• Due to the increased enrollment we have a parking problem and it is better this week but a little tight between 9-11am. Parking on the grass has begun since the meadows were mowed. Looking at alternatives and will make suggestions.

• Wind Turbine – the bids were to be in by September 18th and we have 6 vendors interested although due to their questions the MTC/DCAM and the college agreed to extend the date to October 1.

Reports from the Committees –

Academic Policy and Standards Committee – Caren Pray
Academic Technology – Hemant Chikarmane
Counseling and Advising – Vic Smith
Curriculum and Programs – Gail Guarino
Developmental Education – Clare Niven-Blowers
Institutional Research and Development – David Hemenway
Faculty Professional Committee – Hemant Chikarmane

Motion: The reports will be posted in the public folders. Seconded. Accepted.

Unfinished Business –

Lore DeBower: General Education - Lore asked the members to review the information distributed earlier and a vote will be taken at the October College Meeting. One option or all six options will be voted on. She explained the options and asked that a discussion take place in the departments. Gail Guarino stated the Business Department supported Option 1 as it allows the student more flexibility. Discussion followed.

New Business –

David Ziemba stated the 2+2 Strategy Committee is working on the curriculum map from UMass/Dartmouth for a BA in Business and will bring to the October College Meeting the curriculum map for approval.

Announcements –

• Marcy Smith is the faculty representative to the Educational Foundation and informed the members that the annual golf tournament raised $30,000, call for letters of intent for the Enhancement Grants and the deadline is October 15th if anyone is interested. The maximum grant is $3,000. Flyers were distributed at today’s meeting.
• Gail Guraino the chair of C&P informed everyone that February 15th is the deadline for catalog submission.
• Sara Ringler thanked everyone for attending the Heather Blume opening and Wednesday, September 19th Heather will give a lecture at 6pm.
• President Schatzberg stated that John Lebica and Dixie Norris are discussing the Bartlett Memorial garden and the dedication will be in early October.
• Natalie DuBois – the Alumni Association annual event is this Sunday, September 23.
• Lore DeBower- PTK inductment is Monday, October 1 at 5pm
• Michael Gross – reminded everyone that if they wanted the media to know what was going on to think ahead as the media environment has changed. Need more details, etc.
• Jim Miller- Cape Land and Sea Harvest is September 27-30. Information is on our website.

Meeting adjourned at 1:40pm
Respectfully submitted,
Pat McCulley