I. CALL TO ORDER  
   a) Approve Agenda  
   Cutrer called the meeting to order at 9:00 a.m. She welcomed Judy Papenhausen, Director of the School of Nursing, who is a new member of the Academic Affairs Leadership Council, and Patricia Prado-Olmos, who is attending the meeting on behalf of Mark Baldwin. The Agenda was accepted as presented.  

b) Approve 6/17/08 Minutes  
The Minutes of the Jun 17, 2008, meeting were accepted as presented.

II. ANNOUNCEMENTS  
Cutrer announced the following

- Over the next week or two, Cutrer and Glasgow will meet with members to review the respective unit’s base budget forms. The Division budget allocations are scheduled to be submitted to the Budget Office on Friday, September 12th.
- Leadership Academy ~ HREO developed a year-long leadership academy to assist in developing and enhancing managers’ leadership philosophies and skills. The targeted audience has changed from the original proposal and now only MPP employees are eligible to register for the program, based upon the recommendation of the respective division Provost/VP. If an AALC member would like to be considered for the program, or would like to nominate a MPP employee for the program, an email should be sent to Cutrer as soon as possible.
- CSU Academic Council update ~ Cutrer attended two CSU Academic Council meetings since the last regular meeting of the AALC. Major themes of both meetings were:
  - Retention/remediation conference that will be held at the end of October (campus team includes Barsky, Dawn Formo, Geoff Gilmore, Erin Golding, and Linda Holt)
  - Academic transformation with technology (more discussion later in the meeting – see Agenda Item IV. below)

González distributed copies of the Fall 2008 Arts & Lectures brochure and encouraged attendance at the events. Professor Karen Schaffman is chair of the Arts and Lectures Committee, which is a faculty-led committee responsible for coordinating the series. Last spring a call was issued for proposals for events conceptualized by faculty, students and staff in support of curriculum.

Veres reported that the PeopleSoft issues of last week have been resolved.

III. FACULTY AFFAIRS UPDATE  
Jeffries reported that short video clips will be produced and posted to the CSUSM web site featuring individual faculty members sharing why they chose CSUSM for their career in higher education and explaining what they do as faculty members. She has met with Reid, Guseman and Baldwin, and will meet with Golich and Papenhausen, to gather suggested names for this project. Each video will be posted for one month during the academic year, chronicling six tenure-track faculty members and three lecturers. These video clips will aide in sharing faculty stories with internal and external audiences. This is a pilot program with 9 segments planned for this year. Jeffries is exploring the possibility
of echoing these video clips with articles in the *North County Times* newspaper. Suggestions were offered to feature non-credit instructors and graduate students who teach.

IV. **ACCESSIBILITY TECHNOLOGY INITIATIVE (ATI) UPDATE**

Veres distributed a doorknob hanger entitled “Take the Initiative Top 10” and reported:

- as of this fall, all new/redesigned courses must be accessible
- resources are available to assist faculty in ensuring accessibility
- Faculty Accessibility Representatives (FARs) were recruited to assist with mentoring and training. They will meet monthly, create an accessible course, share information with faculty in their departments/colleges and help IITS identify faculty needs for support. FARs are:
  - College of Education – Joan Hanor
  - College of Business Administration – Camille Schuster
  - College of Arts & Sciences – Mtafiti Imara and Sajith Jayasinghe
  - Adjunct Faculty – Elizabeth Bigham
- Southern California region ATI workshop will be held on campus on Monday, September 22nd, with a capacity for 125 participants. SDSU plans to bring 20 participants. The session will be held in MARK 125 and in the Clarke Field House. Veres would be glad to share a copy of the workshop agenda.
- technology purchases of $15,000 or greater must be ATI compliant; Procurement is preparing a chart to facilitate determinations of compliance
- campus web site/pages must be ADA compliant
- for questions, contact: Linda Scott, Director of Academic Technology Services in IITS

Discussion ensued and the following comment was offered, among others:

- Keep the Director of the Faculty Center in the information loop as a new faculty handbook is being prepared which will need to include ATI information. Carmen Nava is in the final year of her appointment as Director, and a recruitment will be launched shortly for her replacement with an appointment effective date of AY 2009/10. A suggestion was offered to consider the Cal Poly Pomona Faculty Center model (associate director is a lecturer).

Veres will check with IITS staff regarding textbook orders data and the ATI training schedule.

V. **LEARNING MANAGEMENT SYSTEMS ISSUES – USE OF WEBCT**

Veres reported that, in addition to WebCT, faculty are using multiple learning management systems, which may not be secure, meet accessibility requirements, and for which there is no support (e.g., some textbooks provide a LMS that faculty opt to use, etc.). Faculty need to be informed about the resources that are available to them on campus. Linda Scott is working with college deans and associate deans, and faculty members who have questions may be referred to her. Discussion ensued and the following comments were offered, among others:

- suggestion that staff in the Chancellor’s Office (CO) communicate faculty LMS needs and expectations with publishers of textbooks
- suggestion that the CSU Provost’s Technology Steering Committee might be an appropriate body for developing fully articulated guidelines to address learning management system issues
- CO focus has shifted from requiring one common LMS for all CSU campuses to searching LMS best practices
- CO continues to explore accessibility issues with WebCT

Cutrer praised Veres for his good work in advocating at the system level on behalf of our campus, and all CSU campuses, to allow options for learning management systems.

The conversation segued into a discussion regarding the new campus website and standard features required to be applied by October 1st to all web pages at the “subunit” level (units that report directly to the Provost or a Vice President). The purpose of the redesign project is to develop a consistent look/feel and navigation on the campus website, to address content management (currency of information), to ensure ADA compliance, and for marketing reasons. Some concerns were expressed regarding the timeline and technical skills required for the project. IITS has scheduled a
number of training and open lab sessions to assist staff in doing the work necessary to update web pages to the new standards. Cutrer and Veres will meet and send a communication to AALC members regarding the project.

VI. SUMMER RETREAT DEBRIEF
Cutrer facilitated a debrief discussion on the Academic Affairs Planning Retreat held early August, referencing the draft Retreat Documentation distributed electronically with the agenda materials for today’s meeting. Further feedback on the draft Retreat Documentation may be forwarded by 12n on Thursday September 4th.

Cutrer reported on the “Next Steps” listed on page 13 of the Retreat Documentation:
- Budget Process
  - Glasgow will coordinate the formation of a small group and development of a recommended process.
  - Recommendation due October 31, 2008. Proposal will be vetted amongst constituencies
- Building a Vital Academic Future
  - Jeffries will form and convene the University Academic Planning Committee (UAPC)
  - “Globalizing Our Academic Programs” will be a topic of discussion featured at a Town Hall meeting in November
- Getting Ahead of the Campus Climate Curve
  - Cutrer distributed speaking points via email around the start of the academic year
  - Jeffries will form a small group to continue the work (e.g., production of the faculty videos, etc.)
- Structuring Principles and Processes
  - Jeffries will assume Stivers’s position on the task force
  - Final report due end of the Fall 2008 term
- The Big Picture for Graduate Programs
  - Topic of discussion at a Spring 2009 Town Hall meeting
  - Gonzalez has been invited to present at a CoAS Department Chair meeting
- Lessons from the Foundation of Excellence Process
  - Barsky and Joanne Pedersen meeting this afternoon
  - San Marcos Experience ~ markers of academic excellence – not a niche; process being developed

Cutrer distributed copies of the draft Academic Affairs Areas of Focus 08/09, and members offered feedback. The edited version of these goals will be shared at the first Town Hall meeting on Thursday, September 11th.

There was consensus to invite the Chair of the Academic Senate to serve as a member of AALC and to ask the chair of BLP to join on an ad hoc basis for discussions of budget and strategic planning.

VII. AGENDA ITEMS FOR NEXT MEETING
- Office of Communications ~ Margaret Lutz and Dave Woods

IV. ACTION ITEMS

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<tr>
<th>Cutrer and Glasgow:</th>
<th>Meet with subunit managers to review 08/09 budget submissions</th>
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<tr>
<td>Veres:</td>
<td>Provide textbook orders data and share ATI training schedule</td>
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<td>All:</td>
<td>Contact Veres if you wish to receive a copy of the S. California region ATI workshop agenda</td>
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<tr>
<td>Veres:</td>
<td>Keep Faculty Center Director apprised of ATI information, particularly to ensure inclusion in the new faculty handbook that is being prepared</td>
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<tr>
<td>Cutrer and Veres:</td>
<td>Discuss the new campus website implementation project and provide information to AALC members</td>
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<td>Glasgow:</td>
<td>Convene work group to develop proposal for division budget process by October 31st</td>
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<td>Jeffries:</td>
<td>Form, convene and lead UAPC</td>
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<tr>
<td>Jeffries:</td>
<td>Form, convene and lead work group regarding video clips as one form of enhancing campus climate</td>
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<td>Guseman, Jeffries, et al:</td>
<td>Continue work of the Structuring Principles and Process Task Group, with a final report due by the end of the Fall 2008 term</td>
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<td>All:</td>
<td>Submit additional feedback on the draft Retreat Documentation by 12n on Thursday, September 4th</td>
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<td>Cutrer:</td>
<td>Develop process for defining the “San Marcos Experience”</td>
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<tr>
<td>Cutrer:</td>
<td>Invite Jane McDaniel, Chair of the Academic Senate, to serve on AALC.</td>
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V. ADJOURNMENT

There being no further business, Cutrer adjourned the meeting at 11:08 a.m.

Submitted by
Marcy Boyle, Assistant to the Provost and Vice President for Academic Affairs
Staff to the Academic Affairs Leadership Council