**LAC Meeting Minutes**

26 April 2016

**Present:** R. Lutton, W. Draper, T. Schroer, I. Phillips, E. Wasserman, H. Braysmith, K. Oeth, R. Rowland, M. Dixon, J. deJong, D. Hitchchock, K. Bonnell, J. Hardgrave, O. Armeanu

**Absent:** S. Spencer, R. Gennaro

Meeting began at approximately 9:03 a.m.  
 **I. 2015-2016 Search Updates**  
M. Dixon announced that seven departments have gone through candidate searches this semester ad gave updates on the progress of individual department searches. M. Dixon gave suggestions for improvements to the candidate search and recruitment process.

**II. Summer Enrollments**M. Dixon requested that all departments look closely at their enrollments for summer, keeping an eye out for courses that may be in danger of meeting the threshold for the minimum number of students.

**III. Spring and Summer 2017 Schedules**K. Oeth announced that Spring 2017 schedules are due on May 27, 2016.

**IV. Summer Orientations**M. Dixon requested that each chair reach out to him regarding their schedules for summer orientation. R. Rowland passed out a schedule listing summer orientation dates, requested that chairs let her know who will be available to do overrides and gave information about enrollment reports.   
 **V. Open Items from Chairs**H. Braysmith discussed the environmental scan that was a part of the strategic plan, stressing time constraints put on Kevin & M. Hanka. K. Bonnell asked about departments that need resources to achieve certain goals. M. Dixon suggested identifying strategies that are attainable with current resources. Discussion ensued regarding compliance with service learning agreements, child protection policy, etc.

**VI. Announcements**M. Dixon discussed the assessment of core courses and noted that some courses were never uploaded and therefore were never assessed, urging chairs to work with faculty and to request assistance from T. Hunt and J. Uduehi if needed.

M. Dixon also asked that everyone turn in his or her chair FARs no later than next week.

J. Hardgrave reminded everyone about department strategic reports. M. Dixon added that these are due on May 6 and recounted some of the goals that should be included in reports.

Meeting adjourned at 9:43 a.m.