

**Academic Affairs Council**  
Meeting Summary – January 29, 2008  
Boardrooms

**Present:** Scott Anselm, Russ Burchard, Margarita Casas, Dodi Coreson, Lynne Cox, Darci Dance, Pamela Dunn, Richard Gibbs, Denis Green, Kristen Jones, David Kidd, Rick Klampe, Wendy Krislen-Adams, Mary Ann Lammers, Janet Lodge, Cathy Lovingier, Karin Magnuson, Ann Malosh, Steve Pearson, Audrey Perkins, Jorry Rolfe, Gary Ruppert, Carol Schaafsma, Tom Smithburg, Linda Spain, Christy Stevens, Jerry Wille, James Wilson, Jerri Wolfe, and Gary Westford

Guests for discussion topics: Lynne Trimpe and Chareane Wimbley-Gouveia

**Absent:** John Aikman, Bridgid Backus, Jim Bell, Sheri Billetter, Perry Carmichael, Rod Carter, Patsy Chester, Colleen Clancy, Bruce Clemetsen, Fred Haynes, Alan Heywood, Beth Hogeland, Mike Holland, Mike Hougum, Sharon Ketchum, David Ketler, Phil Krolick/Bryan Schiedler, Dan Lara, Elizabeth Lundy, Dawn McNannay, Faye Melius, John Niedermann, Ron Sharman, Alice Sperling, and Mark Weiss

**Welcome:** The meeting was called to order by Christy Stevens.

**Children on LBCC Properties:** The conversation about the proposed administrative rule continued, with members sharing feedback from departments:

- Coreson: Strongly in support of the rule. We don't know how the presence of a child might affect other students. May be a situation where a student would have to leave the room if a child entered, or risk violating parole.
- Krislen-Adams: Would like to have the discretion to decide.
- Lammers: Want to be able, on a case-by-case basis, to say it's okay, i.e., last chance to take a test and no childcare available.
- Spain: ditto
- Klampe: ditto. Also, have border horses whose owners have children. A liability waiver is signed.
- Stevens: Want it to be at the discretion of faculty.
- Ruppert: Performing Arts wants it to be at the discretion of faculty.
- Learning Center would want to be able to post "no children," and LRC to post "no unsupervised children."
- Rolfe: Would propose to use age 14 and under, instead of age 16 and under.
- Casas: Need to remember, 'what if it's my child?'
- Schaafsma: Wants it to be clear that the faculty has the right to ask that the child be removed.

It was suggested that the rule be written in a manner that says children are not normally allowed and exceptions will be considered on a case-by-case basis. Pam Dunn noted that Family Connections could make a presentation at a future date about drop-in childcare if AAC is interested.

**Action:**

- Kristen will take the input back to those who are drafting the administrative rule.
- Members should discuss with other faculty the impact of a child in the classroom on other students.

**Bookstore Workgroup Update:** Cathy Lovingier reported for the group. Issues causing problems for the Bookstore include: Incomplete requisitions. Use of package ISBN instead of text ISBN. Incorrect SKUs on packets. Multiple sections on one requisition, with varying needs. Late requisitions. Problems which faculty face, include: New editions that they aren't aware of. Number of texts being ordered. Publisher reps provide the packet ISBN.

Proposed 'fixes' for the above concerns:

- For 2009-2010, if using the same book all year, submit a requisition for each term when submit fall 2009 orders. This will allow the Bookstore to buy back more books from students.
- Requisitions need to be carefully completed, in full, using correct ISBNs.
- Individual requisitions will be completed for sections using different materials.

**Action:**

- Members will share the above information with departments.
- Cathy Lovingier will ask Brenda Pace to prepare a page of instructions for the requisitions, and to include some of the statistics about past problems.

**Department Chair Task Force Survey:** The Department Chair Task Force is a joint workgroup with members appointed by the Faculty Association President and the LBCC President. Task force members, Linda Spain, Carol Schaafsma, Jorry Rolfe, Steve Pearson, Russ Burchard, Christy Stevens, Colleen Clancy, and Fred Haynes, with help from BJ Nicoletti and the Office of Institutional Research, have created surveys for department chairs, faculty (contracted and non-contracted), and managers. The Forum computer labs were reserved for the last hour of the meeting to allow members to thoughtfully begin, if not fully complete, this lengthy survey.

**Adjourn:** The meeting was adjourned at 4:30 p.m.

Upcoming Division Meetings with Rita	
Monday, February 4, 3 p.m.	Culinary Arts / Family Resources & Education
Monday, February 11, 3 p.m.	Academic Development & Library Services
Monday, February 25, 3 p.m.	Benton Center Liaisons
Thursday, March 6, 4 p.m.	Engineering & Industrial
Monday, March 10, 3 p.m.	Health Occ. & Workforce Education
Thursday, May 1, 3 p.m.	Business & Computer Systems
Thursday, May 15, 3 p.m.	Arts & Communication
Thursday, May 29, 3 p.m.	Student Services / Health & Human Services