



Executive Council Meeting
May 16, 2018
1:00-3:00 pm in E-518
Minutes

Present: Gail Mellow, Paul Arcario, Janet Corcoran, Thomas Hladek, Susan Lyddon, Robert Jaffe, Henry Saltiel, Jane Schulman, Nireata Seals, and Jessica Mendoza

Guest: Michael Lipkin, Director of Institutional Research & Assessment

Absent: Shahir Erfan

Starting time 1:03 pm

1. Middle States

Middle States now requires annual reports. This report is due in August. Michael Lipkin stated that there is no a lot of less work to do. All information will be uploaded onto the Middle States portal site. The Executive Council will meet to discuss the data documents that will be uploaded to the Middle States portal in mid-July. Our Middle States accreditation visit will take place in April 2022.

Action item: The Executive Council will decide what documents to upload at the June 27th Executive Council meeting.

2. Non-Faculty Employee Engagement Survey

Provost Arcario decided that it would be a great idea to have a non-faculty employee engagement survey. This idea came from the COACHE survey that was done for faculty members. President Mellow decided that this survey should be overseen by the Human Resource Director Oswald Fraser and Institutional Research office. Oswald Fraser will set up in the next 6 to 8 months, he will figure out if this survey should only be for full-time staff or include also part-time. He will need to figure out the survey's deliverable and a strategy for getting back to the Executive Council with the results. The Executive Council will then review the results.

3. 30 Credit Prototype Project Update: Using Checklist and Template

Will be using checklist and template for each stage. Team has completed their stage 1 work. Have selected 2 areas to go to stage 2, increasing the percentage of students successfully completing 30 credits and course availability. June 27th will be the feasibility check-in by the planning team.

4. Divisional Reports

GM/PO-Achieving the Dream will be coming to visit LaGuardia on Friday, April 27th. Is having small informal gatherings with faculty and staff members from Academic Affairs and ACE

HS/IT-N/A

JS/ACE-Francesca Fiore has received her doctorate degree.

SL/IA-Student Giving Day is today.

RJ/PO-N/A

TH/Adm-N/A

NS/SA-N/A

JC/PO-N/A

PA/AA- Thanks to Anthony Garafola for his assistance with the budget. Also, Jessica Zeichner-Saca presented the budget to the Academic Chairs at their meeting.