September 20, 2016

MEMORANDUM

TO: Assessment Committee Members

FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

The Committee is asked to address the following charges in addition to the duties and responsibilities defined for the Assessment Committee in the College Bylaws:

1. Submit additional charges, if needed, to Carla Green via e-mail by October 10, 2016. Charges will be reviewed by the Administrative Council & posted on the College’s webpage.

2. A weakness identified in the Self-Study, Standards 2, 3, 4 dealt with our process for ongoing assessment of the curriculum. We were able to articulate our process. However, we were not able to demonstrate that we achieved the curricular outcomes. Evaluate the assessment process that is in place and recommend any needed improvements. Coordinate efforts with the Curriculum Committee.

3. Review documents and information on the College website regarding assessment and accreditation. Verify that current versions of all necessary documents are included. If there is information or documents to update, please send corrections to Matt.

4. Provide timely updates on completed faculty meetings or via email to the dean. Submit a written report detailing committee activities by the end of the academic year and present a synopsis of that report at the May Faculty Meeting.

Meeting agendas and committee approved minutes should be posted on the College website in a timely manner. Nicolle Johnson will serve as the secretary for your committee.

If the committee anticipates difficulty in completing any of the tasks, the Chair is asked to contact me. Thanks in advance for your efforts on behalf of the College.
September 20, 2016

MEMORANDUM

TO:       Faculty Affairs Committee Members

FROM:     Paul Cady

SUBJECT:  Academic Year 2016-2017 Charges

The Committee is asked to address the following charges in addition to the duties and responsibilities defined for the Faculty Affairs Committee in the College Bylaws:

1. Submit additional charges, if needed, to Carla Green via e-mail by October 10, 2016. Charges will be reviewed by the Administrative Council & posted on the College’s webpage.
2. Review the new Kasiska Division of Health Sciences Promotion and Tenure guidelines and compare to the College guidelines. Provide suggestions for compatibility to be considered as a bylaws change at a faculty meeting.
3. Review documents and information on the College website regarding faculty affairs. Verify that current versions of all necessary documents are included. If there is information or documents to update, please send corrections to Matt.
4. Review and propose bylaws changes that were tabled at the May 2015 faculty meeting.
5. Student input indicated there were concerns with faculty professionalism. Working with students, determine the issues and develop plans to resolve any issues if possible.
6. Provide timely updates on completed charges at scheduled faculty meetings or via email to the dean. Submit a written report detailing committee activities by the end of the academic year and present a synopsis of that report at the May Faculty Meeting.

Meeting agendas and committee approved minutes should be posted on the College website in a timely manner. Marla Jones will serve as the secretary for your committee.

If the committee anticipates difficulty in completing any of the tasks, the Chair is asked to contact me. Thanks in advance for your efforts on behalf of the College.
September 20, 2016

MEMORANDUM

TO: Curricular Affairs Committee Members
FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

The Committee is asked to address the following charges in addition to the duties and responsibilities defined for the Curricular Affairs Committee in the College Bylaws:

1. Submit additional charges, if needed, to Carla Green via e-mail by October 10, 2016. Charges will be reviewed by the Administrative Council & posted on the College’s webpage.
2. Create a current list of electives that meet the standards of the College.
3. Review documents and information on the College website regarding curricular affairs. Verify that current versions of all necessary documents are included. If there is information or documents to update, please send corrections to Matt.
4. Several weaknesses were identified in the self-study related to standards 2, 3, and 4. Coordinate with the Assessment committee to ensure the curriculum contains the necessary components to meet the standards.
5. Working with the Director of IPE, identify methods and a plan for creating events, enhancing the IPE curriculum, and communicating IPE requirements to students. Additionally, identify necessary resources needed for enhancing IPE.
6. Consider making a separate class out of the Dean’s Hour/Phar9911 topics. The course currently has a full schedule of faculty guest speakers, with no time for the Dean to bring inter-professional speakers or lead discussions with the students.
7. Provide timely updates on completed charges at scheduled faculty meetings or via email to the dean. Submit a written report detailing committee activities by the end of the academic year and present a synopsis of that report at the May Faculty Meeting.

Meeting agendas and committee approved minutes should be posted on the College website in a timely manner. Linda Jordan will serve as the secretary for your committee.

If the committee anticipates difficulty in completing any of the tasks, the Chair is asked to contact me. Thanks in advance for your efforts on behalf of the College.
September 20, 2016

MEMORANDUM

TO: GEFRAC Committee Members

FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

The Committee is asked to address the following charges in addition to the duties and responsibilities defined for the GEFRAC Committee in the College Bylaws:

1. Submit additional charges, if needed, to Carla Green by October 10, 2016. Charges will be reviewed by the Administrative Council & posted on the College’s webpage.

2. Review documents and information on the College website regarding GEFRAC issues. Verify that current versions of all necessary documents are included. If there is information or documents to update, please send corrections to Matt.

3. Provide timely updates on completed charges at scheduled faculty meetings or via email to the dean. Submit a written report detailing committee activities by the end of the academic year and present a synopsis of that report at the May Faculty Meeting.

Meeting agendas and committee approved minutes should be posted on the College website in a timely manner. Nikka Jones will serve as the secretary for your committee.

If the committee anticipates difficulty in completing any of the tasks, the Chair is asked to contact me. Thanks in advance for your efforts on behalf of the College.
MEMORANDUM

TO: Student Affairs Committee Members

FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

The Committee is asked to address the following charges in addition to the duties and responsibilities defined for the Student Affairs Committee in the College Bylaws:

1. Submit additional charges, if needed, to Carla Green via e-mail by October 10, 2016. Charges will be reviewed by the Administrative Council & posted on the College’s webpage.
2. Evaluate and implement, if possible, early admission programs for both high school, entering freshmen and college students. The program should include Alaska residents. The goal is to ensure sufficient high quality applicants.
3. Review documents and information on the College website regarding student affairs. Verify that current versions of all necessary documents are included. If there is information or documents to update, please send corrections to Matt.
4. Evaluate joining the PHARMCAS system. Additionally, evaluate implementing PCAT. The goal is to ensure sufficient high quality applicants.
5. Create a policy for student dress code for inclusion in the student handbook.
6. Provide timely updates on completed charges at scheduled faculty meetings or via email to the dean. Submit a written report detailing committee activities by the end of the academic year and present a synopsis of that report at the May Faculty Meeting.

Meeting agendas and committee approved minutes should be posted on the College website in a timely manner. Emily Edwards will serve as the secretary for your committee.

If the committee anticipates difficulty in completing any of the tasks, the Chair is asked to contact me. Thanks in advance for your efforts on behalf of the College.
MEMORANDUM

TO: Technology Committee Members

FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

September 20, 2016

The Committee is asked to address the following charges in addition to the duties and responsibilities defined for the Technology Committee in the College Bylaws:

1. Submit additional charges, if needed, to Carla Green by October 10, 2016. Charges will be reviewed by the Administrative Council & posted on the College’s webpage.
2. Support implementation of E-Value and Exam Soft as needed.
3. Review ZOOM for possible College use and provide a report to the Dean on its capabilities.
4. Student input indicated there were difficulties with distance learning. Working with students, determine the issues and develop plans to resolve any issues if possible.
5. Provide timely updates on completed charges at scheduled faculty meetings or via email to the dean. Submit a written report detailing committee activities by the end of the academic year and present a synopsis of that report at the May Faculty Meeting.

Meeting agendas and committee approved minutes should be posted on the College website in a timely manner. Cassandra Tack will serve as the secretary for your committee.

If the committee anticipates difficulty in completing any of the tasks, the Chair is asked to contact me. Thanks in advance for your efforts on behalf of the College.
September 20, 2016

MEMORANDUM

TO: Office of Experiential Education

FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

Work with the director of IPE to ensure APPE and IPPE experiences contain sufficient IPE to meet the curricular goals.

Thanks in advance for your efforts on behalf of the College.
September 20, 2016

MEMORANDUM

TO: AD HOC Succession Planning Committee

FROM: Paul Cady

SUBJECT: Academic Year 2016-2017 Charges

Develop a succession plan for the college.

Thanks in advance for your efforts on behalf of the College.
September 20, 2016

MEMORANDUM

TO: Co-Curricular Committee
FROM: Paul Cady
SUBJECT: Academic Year 2016-2017 Charges

Utilizing the list of co-curricular activities submitted as part of our self study as a starting point, identify, define and develop our co-curricular offerings to meet current accreditation requirements.

Thanks in advance for your efforts on behalf of the College.