

Administrative Council Meeting Minutes
Wednesday, January 11, 2017
Kennedy 280B
9:30 - 11:00AM

Attendees: Don Arpino, Jamie Costello, Maureen Keefe, Kathy Keenan, Velda McRae-Yates, David Nelson, Patrick O'Connor, Marjoie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Ernie Plowman, Kate Russell, Susana Segat, Anne Marie Stein, Kurt Steinberg, Ken Strickland and Chris Wright

Freedom of info Act (FOIA)

As of Jan 1, 2017, the law changed. We still have to give people info within 10 days of the initial request or we suffer the consequences. Records Access Offices (RAO) is the point person that receives requests and makes contact with the requestor. If you receive any requests, send them to rao@massart.edu. Once a year, we have to submit a record of action concerning requests and responses.

As we have to give people information, we have to be thoughtful of the ways things are saved and how we present the information. Susana is the point person, but Ellen Carr and Susana need to vet all requests.

We also have to post the most requested reports. The web page lives on the main page of massart.edu

Opening Day 1/17/17

The program begins at 9am with refreshments. We will go over the inauguration, hirings, retirees, the Diversity Council and CSWG updates, the new website, FOF (abridged) and begin the First One Fifty World Café exercise.

Admissions Update (Chris Wright)

We have 80% more admits in the pipeline this year than this time last year. We also have more students from places we have never admitted. Standards have not changed in the process. Standardized test scores are still being submitted, but we are not considering SAT scores, as a deciding factor. The Common Application is a huge factor in increasing our admit pool.

Let Chris know if you would like to sit in on a Portfolio Review meeting.

Updates

Institutional priorities need to be part of the upcoming strategic plan. We also have to continue to revisit them, so they can be applied to the budget planning process.

We need to start looking at structures and organizational structure. "How can we improve processes?" "How can people be more aware of processes?" "Are the processes appropriate?" "Are there things we can do in 90 days, end of the summer, next spring?"

We should also think through group structures (Ex. Admin. Council, VPs, etc.). We are hoping to make adjustments by March and adopt it through the semester.

Any questions on the mid-year review should go to Bob or Don.

Kathrine Foster will be here for the NEASC Accreditation Meeting on Friday, Jan 13th at 11am in the DMC 110.