

Administrative Council Meeting Minutes
Thursday, February 5, 2015
Alumni Room
10-11:30AM

Attendees: Don Arpino, Jamie Costello, Matthew Hincman, Maureen Keefe, Patrick O'Connor, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Susana Segat, Dan Serig, Kurt Steinberg and Ken Strickland

Not in Attendance: Kathy Keenan, Kate Russell and Anne Marie Stein

Guests: Kathryn Oram and Mo Barbosa

The minutes from the January 13, 2015 meeting were approved.

Summer/Winter 2015 Schedules (Kathryn Oram)

The proposed summer 2015 schedule will be Monday, May 24th - Friday August 22nd. The winter/holiday break 2015 is proposed for Thursday, December 24th - Friday, January 1st. Work will resume on Monday, January 4th.

A motion to vote on the schedules was made and the group unanimously approved the proposed schedules.

Campus-wide Climate Assessment (Diversity) (Dan Serig and Consultant Mo Barbosa)

There is a need to assess how the MassArt community feels the college is handling diversity on campus. A Diversity and Social Justice Taskforce was created. The college hired consultant, Mo Barbosa of Creating Meaningful Change, to help orchestrate the process and is creating a survey that will be distributed to the college.

The survey will be broken into subsections that will focus on faculty, staff and students. It will focus on the student experience, pertaining to connections and opportunities for diversity and inclusion. Student will have various incentives to encourage full participation.

A dialogue ensued allowing the group an opportunity to suggest questions and types of questions that could be used for the survey.

Student Focus

- How do the students feel about MassArt and the city of Boston, in terms of their overall experience?
- How does cultural diversity play a role in the experience of the international and/or grad student experience?
- What is the experience of the student worker at MassArt?

Faculty and Staff Focus

- What is the cultural competency of our faculty and staff?

It was suggested that we include the thoughts of the Board of Trustees as well as capture the experiences of the Post Bac and Certificate/PCE students. The response time for the survey will be about 4-5 weeks, so it is probably best to start the process on MassArt Day which will be on Wednesday, February 25th. Once the findings are collected and compiled, there will be focus groups and think tanks before the final report is written, which will include how the findings tie into the strategic plan and the mission of the college.

Graduate and PCE Fees (Bob Perry)

The FY16 Grad and PCE fee schedules were given to the Administration and Finance subcommittee of the Board of Trustees for review on Wednesday, Feb. 4th. The numbers for Grad application is up this year. The challenge is to figure out a cohesive way to accept new students into the program. As students now have more options and incentives to be accepted into multiple colleges at once, the college is challenged to accept an excess of students into each program, allowing for extra time to pursue ideal candidates from those accepted. As an incentive, the college is considering making an offer to grad students, allowing them the opportunity to teach as adjunct faculty for two years, upon completion of their program.

Technology Update (Patrick O'Connor)

PCE has recently acquired a software package, Elevate, to help the department get a better understanding of their student population and how to better serve the students' needs. Elevate is part of Colleague and serves to capture pertinent information that the college will need to track. The rollout is slated to begin in fall 2015.

MassArt Day

MassArt Day will be held on Wednesday, February 25, 2015 in the Tower Auditorium. Coffee will be served from 8:30-9:00am in the West End Lobby.

Agenda for Faculty and Staff:

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| 9:00AM | Welcome |
| 9:05 - 10:15AM | Title IX Training: Being a Responsible Employee Alison Sabatello from Rubin and Rudman, LLP will facilitate a training on Title IX compliance. |
| 10:15 - 10:30AM | Break |
| 10:30 - Noon | Campus Safety Presentation with Consultants Dr. Grant Azdell currently serves as Vice President for Student Affairs & Dean of Students at Randolph-Macon College in Ashland, Virginia. He has over 20 years of experience in higher education, most recently as |

Associate Vice President for Student Development at Lynchburg College. Grant also has significant experience in the field of emergency management. He spent 20 years as a firefighter/paramedic & EMT and served 10 years as Chief of the Lynchburg Life Saving Crew, where he currently holds life membership and the rank of Chief Emeritus. Grant has trained multiple campuses on the topic of crisis response and management and served as a contributing member to the Governors Virginia Tech investigative panel. Grant has presented workshops and facilitated training activities for college and universities, national meetings and has served as a consultant for several for-profit and non-profit organizations. Grant earned his B.A. from Lynchburg College, his Masters degree from Vanderbilt University and his Ph.D. in Higher Education Administration from the University of Virginia.

Kristin Morgan is a licensed Emergency Medical Technician and formerly served as the Chief of the Lynchburg Life Saving Crew, the second oldest all-volunteer rescue squad in the country. In addition to her Emergency Services career, Kristin has worked in various student services roles on college campuses in California, Florida, Massachusetts, and Virginia for over 20 years. Kristin also served as a Panhellenic area advisor to twelve schools throughout North Carolina and thirty-five of her own sorority chapters. She currently serves as Area Advisor to five campuses in Kentucky. She has facilitated multiple workshops and training opportunities for college campuses, fraternal organizations, for-profit companies and non-profit organizations. Kristin earned her B.S. in Psychology and an M.S. in Industrial Organizational Psychology from Springfield College, MA.

Lunch for faculty and staff will be available in the West End Lobby at noon. Students will be meeting to talk about Title IX and have a discussion about sexual violence. They will also be given a private screening of the movie, Selma in the afternoon.