MASSART
MASSACHUSETTS COLLEGE
OF **ART AND DESIGN**

Administrative Council Meeting Minutes
Wednesday, September 23, 2015
Kennedy 280B
9:30 - 11:00AM

Attendees: Jamie Costello, Kathy Keenan, Patrick O'Connor, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Kate Russell, Dan Serig, Anne Marie Stein, Ken Strickland and Chris Wright

Guests: Mo Barbosa

PCE/Youth Programs

Anne Marie Stein, Dean of Professional and Continuing Education, presented information relating to matriculation by students who had previously taken youth programs or PCE classes. Discussion was to look at how the information could inform directions for the department and opportunities for building enrollment.

Draft Diversity Plan

Mo Barbosa (Health Resources in Action), Jamie Costello, Dean of Students, and Dan Serig, Associate VP of Academic Affairs, distributed a draft copy of the Diversity Plan and the group went over each of its three goals and the steps of their action plan to achieve each goal. People received clarification and gave suggestions that will now be written into the next version, along with feedback from other populations on campus such as the Chairs and Student Government. The final plan must go through the Governance Committees, Ken Strickland, Interim President/Provost and finally be approved by the Board of Trustees.

Student Leave of Absence Policy and Crisis, Catastrophic Emergency and Postvention Manual

Jamie Costello, Dean of Students, presented the group with copies of the updated Student Leave of Absence Policy and a copy of the Crisis, Catastrophic Emergency and Postvention Manual. Both documents were updated using the standards of the Jed and Clinton Foundation, which focuses on the emotional wellbeing and mental health of college students.

Announcements

Training for the new *Informer* software will begin shortly. The software is meant to enhance the data collection once stored in *Colleague*.

A crash plan has been implemented to help recover lost data. All workstations and data storage will now be backed up on to our servers, so that any lost or previous versions of work can be recovered.