Meeting Notes – Academic Leadership Council – October 19, 2011
Notes by Neosha Mackey

Members Present:

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<tr>
<td>Frank Einhellig</td>
<td>Pawan Kahol</td>
<td>Guests:</td>
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<tr>
<td>Carey Adams</td>
<td>Dennis Kear</td>
<td>Dan Hellman</td>
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<td>Stephanie Bryant</td>
<td>Neosha Mackey</td>
<td>Juan Meraz</td>
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<td>John Catau</td>
<td>Victor Matthews</td>
<td>Sarah Nixon</td>
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<td>Kathy Coy</td>
<td>Joyce Norris</td>
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<td>Rachelle Darabi</td>
<td>Kent Ragan</td>
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<td>Terrel Gallaway</td>
<td>Greg Rainwater</td>
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<td>Chris Herr</td>
<td>Helen Reid</td>
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<td>Tammy Jahnke</td>
<td>Don Simpson</td>
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PEC: Dan Hellman: Advising proposal handout. Passed with one change. Early Childhood and Elementary asked to be included. Forwarded to John Catou who will present to Frank. Involves about 100 students outside of college and about 44 inside.


Diversity Report to PEC. Handout Sarah and Juan: Looked at how far University has come in last 8 or so years. Significant things include VP for Diversity, required course on diversity for elementary education, workshops on diversity. STEP conference, Youth Empowerment conferences—get African-American and Hispanic students on campus. Need to add Area Studies and Global Studies activities. What about student learning outcomes for COE students with regard to diversity activities. Diversity courses—add year included. Add who the courses are required for. Look at Gen Ed courses that can provide diverse experience. During pre-visit, asked about diversity. During pre-visit with NCATE it was noted that direct contact with diverse college faculty, diverse peers, and diverse K-12 populations will be examined.

Especially important to connect with multicultural activities. Missing element of placement of student teachers so they get exposure to diverse populations. Table that shows each student has had at least one diverse placement. This needs to be in the report. Transformation project focuses on schools with low income diverse populations. Include the hiring guidelines that require diverse pools. What about percentage of students who are diverse compared to earlier years. Population within the university better.

1) Announcements & Reminders Housekeeping (Frank et. al.)
   a. BOG events
      i. no orientation in Oct. – moved to Nov. 18 possibly
ii. No AABOG: there is a combined Finance and Student Affairs Committees meeting at 8:30 a.m.

iii. Possible changes in AABOG routine. Would suggest that we do big picture with two colleges doing each meeting. When AABOG first began, moved to different locations.

b. Homecoming Events: Many things happening. Participate in what we can and want to.

c. Realignment of Assistive Technology Services: Will be under VP Coopwood. Will bring together all things related to Diversity. Physical location remains the same. Dr. Coopwood’s office is Carrington 302.

d. Per Course Pay: Get more detail on this. Greg is working on list of all per course instructors. Will be checking with Deans about rate of pay for all per course instructors.

e. Teaching off-campus adjustment: Faculty handbook offered meal pay. Not possible under new travel policy. Frank needs a list of those eligible for such pay. Greg is working on this. Provost will pay this semester but Colleges next year. Full semester $200. Prorated for numbers of meetings. If person teaches an off-campus course but lives where it is taught then not eligible for supplemental pay. Joye has some off-campus per course instructors also.

f. Equipment requests: FE will be distributing soon.

2) Administrative Council Update (Tammy & Frank): Last week, PharmD signing ceremony was very nice. First students in 2014 but students could start now with us and take beginning courses. 25-30 students a year will be accepted into the program. Very selective. Report on statewide budget. 5% cut for HE. Executive Budget committee meeting on Oct. 25th. Will look at certain assumptions. CPI is currently 3.8% and the prediction is that it will go down some. Guiding assumptions will then go to College budget committees so they will know how to approach redistributions and/or cuts. Long Range Plan meeting moved to Nov. 14. Discussion to reinstate Founders Day. Often falls during Spring Break—March 17th. Plan is to work on it and make something happen. Carry forwards--what is reasonable. Have around $60 million what is reasonable. COPHE is having conference call 10/21/11 to discuss performance funding. Still think it might be implemented.

3) Plus/Minus Grades (handout) (John) Study of impact. Surprised that more faculty have not adopted. Students upset that in the case of classes with multiple sections, some professors don’t use the same grading system. JC has more detail if anyone wants to see. Seem to be more adopting plus/minus.
4) **DESE Accreditation Update (John) November 12 – 16.** Close to being finished and ready for DESE (15 member team) and NCATE (10 members). All reports in and properly formatted. Sunday orientation—deans not expected to attend. Encourage **program writers** to attend DESE 4:30 meeting. Same time meeting with NCATE about transformation project. Monday afternoon very busy with meetings (Deans at 1 pm). Book marks about PEU, can get more from COE office. Exit interview at 3 pm on Tues. President's Conference room. Verbally will give us conclusions. Open meetings with faculty.

   a. **MSED Committee Membership (handout) needs updating.** Not clear how selected, how long. Most of the membership is up-to-date and correct.

5) **Cooperative Efforts with OTC (John, Don et. al.)**

   a. **AAA November 21 meeting:** Substitute for AAA—Meet at OTC. JC will let us know when and where. Most likely from 2:30 – 4:30.
   b. **Reverse Transfer update:** Don worked out plan—180 students who transferred from OTC without degree—e-mailed students and gave them info on how to transfer back and get AA degree. Pre-meeting where MSU asked to put together things we do with or for OTC. Let Don know of anything we do.
   c. **Highlights from meeting of Presidents:** Presidents have met. Good meeting. Good mutual respect. Need more evening pathways at MSU.

6) **Delaware Data (handout) (Frank & Kathy)** OIR is looking at data line by line. 2010 numbers are preliminary and there may not be numbers. Peace Studies is really DSS.

7) **STEM and Critical Workforce Data (handout) (Frank)**

   a. **See LRP, Ch 1, Obj 7 & 8:** STEM expectations in Long Range Plan and Critical Work Force need areas and Health related areas. Lists may not have been updated by MDHE. In LRP, increase number of degrees in non-STEM fields that are Critical. Need to look at Healthcare needs and include in our base of degrees needed. It is our plan, we can make adjustment.

8) **Tenure & Promotion Department Guidelines (Frank):** No impact on current T&P processes going on now. Confusion about how many committees at university level. Provost Advisory P&T comm. Faculty Handbook calls for committee. Frank & Terrell trying to work to have the Faculty Handbook committee be responsible for appeals. Provost Advisory Committee—FE will discuss with them about a mandated review of P&T guidelines to see if reasonably in line with university policies. Review a third every year. Ask a group of departments to review guidelines—by college or by department across the university. It was decided better to have departments across the university perhaps. Occasionally a department. has not gotten guidelines approved. Faculty
Handbook calls for a three year review cycle. One more way to look at assessment processes and make or not make changes. Regular due dates, cycle, how to implement.

9) Around the Room
   Don: Blackboard has been down. Mid-term grade deadline extended to Thursday morning 10-20-11.
   Equity adjustment deadline? John will look at.
   Physician Assistant site visit—no exit interview. Very positive.
   HHS Advisory committee meetings.
   COBA: Advisory council committees being formed.
   Rachelle—ticketing information out soon for the Lacks presentation Nov. 30. Submit questions to be asked. He does not make a formal presentation.
   Sustainability Conference. All day Wednesday.
   ABET here on Sunday to look at off-site engineering program.

   FE—we are trying to grow programs—within our colleges, many are steady state, but what can we do to increase some. Put some emphasis on some. Look at what we can do!