Meeting Notes – Academic Leadership Council – November 12, 2014

Notes by Sandra Arthur

Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Guest:</th>
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<tbody>
<tr>
<td>Frank Einhellig</td>
<td>Chris Craig</td>
<td>Sonda Reinertz</td>
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<td>Rachelle Darabi</td>
<td>Joye Norris</td>
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<td>Gloria Galanes</td>
<td>Stephanie Bryant</td>
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<td>David Hough</td>
<td>Helen Reid</td>
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<td>Victor Matthews</td>
<td>Tamara Jahnke</td>
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<td>Thomas Peters</td>
<td>Stephen McIntyre</td>
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<td>Don Simpson</td>
<td>Cathy Pearman</td>
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<td>Greg Rainwater</td>
<td>Tom Tomasi</td>
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<td>Sharmistha Self</td>
<td>Julie Masterson</td>
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<td>Anson Elliott</td>
<td>Michelle Olsen</td>
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Guest: Sona Reinertz – MSU Bookstore

Sonda Reinertz, Director of the Bookstore stated that a publisher and professor of BIO 121 and 122 wanted to create access to course materials through Blackboard. She stated that on an agreed upon date, the publisher would then bill the bookstore which in return would bill the student. Having materials on hand the first day of class maintains retention rate. The professor stated that he wanted all students to have the e-book. The question was how does a student know that this is what is expected so that they aren’t charged unexpectedly. University of Minnesota has been doing it for years. The student was given the opportunity to opt out however statistics showed that 94% accepted the offer of the e-book. Affordability is a benefit with this option as well. Bookstore could also lower their margin with this change. Downfall is when would the course material go away, this would need to be negotiated with the publisher? It was stated that the major publishers already have building blocks for Blackboard. It was suggested to make a list of questions that need to be answered. There was enough interest that this will be looked into further. It was suggested that everyone send Sonda their questions. Sonda will work on some answers to the obvious questions. She did ask that if anyone is interested in meeting to discuss this further to please email her and let her know. Tom Peters and Tammy Jahnke volunteered.

Announcements

1) OT Building Announcement today
2) Governor’s Conference on Natural Resources, Nov. 12 – 13, White River Conference Center
3) Annual Area Legislative Briefing, 10:30am, Alumni Center
4) President’s Holiday Open House, 2:00-4:00pm, Prime Overtime Club
5) Board of Governors meeting
a) Dec. 11 -- PPC-BOG, 1:30-2:45pm, PSU 308 (Vision Steering Committee) 
b) Dec. 11 -- 
Finance Committee, 3:00-4:45pm, PSU 308 
c) Dec. 12 -- Citizen Scholars Breakfast, 7:30am, PSU 400 
d) Dec. 12 -- Board of Governors meeting, 9:00am, PSU 313
6) Coalition of Urban and Metropolitan Universities university member benefits – Contact Mary Lynne for Login information 
7) Fringe Rates http://www.missouristate.edu/financialservices/66246.htm 
8) Update reporting on 2014-2015 University goals – December 15 at Administrative Council

Discussion

1) Enrollment pressure and closed classes (Frank)

It was stated that the Provost did not want to close classes where there is a true need. Frank Einhellig will help where needed to get classes when there is a need. Everyone is to let him know should this issue arise.

2) Administrative Council Updates (Gloria)

Gloria explained the handout provided and the changes taking place with CBHE. MSU is one of the host sites. The vision steering committee has split the diversity and globalization sections. The board has two members whose terms are up but are willing to continue to serve. There are also two that are coming up and they aren’t willing to serve. ALC members were asked if they had ideas for members to let Ryan Deboef know. It was stated that we had some issues do to the Ferguson issue. Tami Jahnke stated that there has been a spot reserved for discussion about this for all of next week. If people need to gather, then there will be an area for those people to convene. Rachelle stated that Julie and she had looked into a training and had someone they could bring in but wasn’t sure who to include in this training. He’s a diversity trainer. It was stated that right now there isn’t a formal plan.

a) Performance measures changes

b) Student Health insurance

Students have an insurance opportunity which is optional. International students are not optional. It was stated that domestic students will lose this option next year. The combination of the two makes the cost higher. So by dropping the domestic students, the rate will be cheaper for the International students. It was stated that current policy holder students will be contacted letting them know they will not be given the option to renew. The new rule will take affect the fall 2015.

c) Budget

Frank stated that it is not looking good. Tax cutting is a likelihood and we need to be wise in thinking about this when looking ahead. He stated that Amendment 10 passed and not sure how that will affect anything. Clif and Frank would like an opportunity for raises next year, but not sure where things will stand.

d) November 14 deadline on Staff compensation adjustments –

These are to be given to Frank

e) Inclement weather policy –

It was stated that the university won’t close unless it has too. If it is too bad to drive in; it was suggested not to drive. He asked that faculty be considerate to students
driving. He stated that everyone should encourage faculty to provide alternatives should the student need to take an exam. Frank stated that there were a few incidents where the faculty said you weren’t here it can’t be made up. Frank doesn’t want to make the decision and so the colleges should handle this.

Ryan DeBoef put together a statewide election highlight.

United way didn’t reach its goal but there is still time to contribute.

3) Update on SARA (Joye)

This has been emerging between states for online courses to cross statelines. This was passed by CBHE. Missouri is one of 21 states that are getting up and going in this. This is a great development and means that MSU can administer online courses throughout these states without any other processes. A disclaimer still needs to be added that states that we don’t guarantee licensure in other states.

4) Advising Issues (Rachelle & Don)

Everyone was informed that there are over 500 students who don’t have assigned advisors. It was stated that there was a number of seniors who didn’t have advisors and many seniors who we lost and didn’t have advisors. Some students have advisors from the Advisement Center and these need to be transferred over to the department. Frank stated that he met with Kelly on this as well. There shouldn’t be any students without an advisor. Sometimes this happens when students move from one major to another. Kelly would be happy to meet with departments to discuss this further.

   a) Lack of Advisors
   b) Seniors that don’t graduate

A report will be generated of students that have been lost. Can ignore where PE and PI aren’t a hold. Members were asked to figure out how to get advisors for everyone and how to contact non-returning seniors. It was stated that codes F is financial, HR is housing requirement, and various other codes were stated. There is a link available that states all the codes. Frank gave all the deans a month to get students advisors.

5) New Reports – Net Revenue (Don)

Don explained the Net Revenue Summary report that was presented to members of ALC. It was stated that the first-time freshman we have are typical for Missouri. It was stated that Don can run this report a variety of ways, ie. by college, etc. It was also stated that a second review is being put in place to catch any mistakes that may occur.

6) Graduate Need Based Scholarship (Julie & Tom T.)

Tom passed around a flyer on Need Based Scholarships. Students have received emails in regard to this. There have been 17 applications although not sure how many are eligible. The value is up to $3000 ($1000 per semester). This is not renewable and is only good for 12 months.

   a) What has been done
   b) Timeline

7) PSIP Process (Chris & Julie)

Chris stated that PSIP met and followed up Monday with a small group. It was stated that everyone needs to submit digitally so that those items can be moved over to a share point. The form that has been adopted is conducive for a digital piece. There is not a fillable form, but there is a format that
is available to follow. It needs to be in print or in digital form and submitted to the Deans and sent to the Provost office. Each college needs to set-up their own share point. It was suggested that there be a document with instructions be provided to the colleges. It was suggested to remove the statement about contacting individual colleges so that all colleges are the same across the board.

8) CSA Training (Chris)

Chris stated that if the people are legit they need to get it done. Rachel needs to know these not Paula Wilhelm. Send bogus names to Rachel that should not be included to CSA training - “Per request at ALC.” It was stated that there are people who should be on the list and those people need to be given to Rachel also. This will not count for Department Heads.