Meeting Notes – Academic Leadership Council – November 30, 2011
Notes by Neosha Mackey

Members Present:

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<thead>
<tr>
<th>Members Present</th>
<th>Pawan Kahol</th>
<th>Guests:</th>
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<tr>
<td>Frank Einhellig</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>
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<td>John Catau</td>
<td>Victor Matthews</td>
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<td>Kathy Coy</td>
<td>Joye 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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Announcements (Einhellig)

a. **Congratulations to Carey**—accepted Provost position at Armstrong Atlantic State University in Savannah, Georgia. He will be here until June.

b. **Assessment reporting line** to Rachelle. FCTL closely focused on teaching enhancements. Assessment will report directly to Rachelle. Kelly Cara and Susan Willingham will report to Rachelle.

c. **Instructor Letters**: Limited appointments, one year or even one semester. Letters from this time forward will have the term limit in the letter. Give dates of appointment and any renewal possibility.

2) **Dan Hellman—Professional Education Committee.** Thank you to everyone for help with accreditation. Some work still to be done. Goal to have an assessment coordinator. NCATE looking for assessment at the Unit level. Handout of structure at other universities. Another question is how does PEU head fit with the cost center model? PEU Head is the institutional head for teacher education.

3) **Strategic Plan for PEU.** Have not made much progress. Action items. (Handout) Dan would be happy to receive input from any of us. Needs to be aligned with University Long Range Plan.

Discussion Items

4) **Budget Items**

a) **Cost Center Obligations** – data coming from Steve Foucart. FE has seen a draft. Steve will come to ALC next Wednesday Dec 7 to discuss. Fringe benefit costs seem to be resolved. Steve will add in to ongoing salary savings. Will need to check on people who have moved from one cost center to another. Plans for redistribution need to be discussed with Frank, but don’t need to go through AA Budget Committee.

b) **Strategic Investment Package** – Proposal up through committees. Was proposed as $1,000,000. No guarantees. Can ask or propose a plan for one-time money. Be done pretty soon after January 1.
c) **CHHS Incentive Plan:** worked out an incentive plan in order to have some effect for next year. Helen and Frank will up-front some one-time money. In year 2 and 3, if positive progress, President will do some cost sharing.

d) **Course fees:** Greg will go ahead and distribute call for fee additions/changes. Greenwood has a 3 year plan for fees. Any additions/changes will be pretty conservative. Need to know if new fees are part of tuition increase or not.

5) **DESE (Kear):** Dennis and Frank have met to discuss DESE issues especially areas with insufficient information. DESE morning e-mail about DESE results. Hap Hairston sent communication about the 8 programs lacking evidence. Much of the information is in the reports already. Denis will locate and share with Deans and program writers. Will determine who has the information needed. Goal is to submit information to DESE by end of semester.

6) **BOG Orientation Schedule**
   a) **Lunch on December 15,** Fuldner Lounge (JKHHPA), 11:30am – 1:00pm. ALC’s opportunity to convey information about academic affairs. Each can have one page. Eight Deans, Anson, Associate Provosts will each get 5 minutes or so. Frank will give overview. Organization diagram showing Provost’s areas. Ten of us will report. Get all in together and give one handout packet to each Governor. **One-page bulleted summaries & brief** statements about units. Have it done by **Wednesday, Dec. 7. Include photo.** Frank will probably mention research centers. 
   b. **Faculty Senate leadership will have an hour afterwards at JQH with BOG.**
   c. **BOG regular meeting** – 9:00am, December 16, 2011 
      Will have 4 resolutions: Honorary doctorate, 3 curricular resolutions. Will mention continued work with OTC and new initiatives with St. John’s.
   d. **Commencements** – 12:30pm; 2nd Commencement – 4:30pm

7) **Administrative Council Highlights (Jahnke)**
   President will appoint ad hoc committee to look at home football games. East Side stands have maintenance issues. Foundation is doing an alumni directory. Will have new information on alumni. **Snow cancellation policy,** Ken has list of people to call about this. Need a little more clarification. What is snow cancellation policy? Drive the roads early; confer with SPS, Drury, etc. Ultimately Ken, Earl and Frank decide. On weekends, for instance, it is the Library’s decision on whether to be open on a bad weekend.
   **List of raises for** cost cents. We will get the list very close to the deadline.

8) **Incentive-based Budgeting Discussion (Matthews)** ultimately it is related to Summer School. $6 million profit last summer. Colleges need some of that money back. As long as we have revenues 10% above what we made in 2011 and revenues for the academic year don’t go down, willing to consider 52/48 split. The 10% increase seems on the high side. No set agreement. (48 to the colleges) Only on the net increase. Would that margin be enough to help cover losses—don’t know but any additional funds will help.

9) **AIM Dashboard (Coy):** all tables updated except on personnel file. Now defaults to current year but can select 2009 or 2010 and go back 5 years. Activity Insights for scholarly activity will have later due date. Have a custom report that will produce an
exclusions report. In real time, an individual, department, or college can get a report on what is excluded because of incomplete information. The **25 item public score card** will probably be looked at for revision. Are we tracking the right things? Take a look at and give feedback to Frank. Kathy and Mary Lynn will redistribute the list.

10) **Outreach Issues (Norris)**
   a. **Evening Schedule (handout):** currently 23 begin at 4 pm and end at 5:15. Some begin at 4:10 and run to 5:25. Various times to give students opportunity to take two classes in one night. Is it feasible to standardize start times? Colleges have a rhythm of class starting times. Why is 4 pm or 4:45 class evening—ends after 6 pm? Will these times work for people? How to move this forward. How to get standardized schedules? Need to get this done quickly. HLC is looking more closely at contact hours and how we monitor. Please mention to dept. heads.
   b. **Test Proctoring: Handout**—Joye has been studying the issue and online teaching. Haven’t provided good description of what online learning is. Move proctoring back to the faculty. The other option is to put a lot of money in the test proctoring system. Check with IT people in each college about software for test proctoring. What about “Eliminate” software. More faculty or more support people?

11) **Multi-cultural Leadership Scholarship interviews** (Simpson) 100 students will be picked for onsite interviews. The will automatically receive a one-time $2,000 multi-cultural leadership scholarship. In the past these were done simply by the application.

12) **Enrollment by College, Department, Ethnicity** (Simpson) Handout.

13) **UG Degree Issues** (Catau)Discussion about possible ways for students to get two degrees simultaneously
   a. 2 degrees
   b. 2nd degree for TC students: discussed possibilities for Teacher Certification students to take the minimum 30 credit hours to actually get a degree from MSU.

14) **Around the Room:** Greg Rainwater let Deans know the funding for the July 1 faculty salary increases has been posted to their salary savings-ongoing 61999 accounts.

**Looking Ahead:** December 7 ALC
- Steve Foucart re: budget questions
- Rachelle Darabi & Etta Madden re: discussion on Gen Ed & Public Affairs Assessment