Meeting Notes – Academic Leadership Council – February 13, 2013
Notes by Mary Lynne Golden

Members Present:

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Frank Einhellig</td>
<td>Chris Craig</td>
<td>Guest:</td>
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<tr>
<td>Rachelle Darabi</td>
<td>Joye Norris</td>
<td>Brian Edmonds</td>
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<td>Gloria Galanes</td>
<td>Stephanie Bryant</td>
<td>Rob Hornberger</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>Chris Herr</td>
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<tr>
<td>Don Simpson</td>
<td>Kathy Coy</td>
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<td>Greg Rainwater</td>
<td>Kent Ragan</td>
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<td>Ryan Giedd</td>
<td>Tom Tomasi</td>
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1) Board of Governors Retreat – March 7 & 8, St. Louis
2) Will have ALC on February 27 due to Board Retreat (will not meet Feb. 20 or March 6)
3) Approved Tenure & Promotion plans need to be forwarded electronically to Chris and Julie Masterson by Feb. 28 (Chris)

Discussion Items

1) Periodicity and Modality Update – Don Simpson & guests

Don Simpson, Rob Hornberger, Brian Edmonds presented the Periodicity & Modality website. The website is scheduled to go live in mid-March. The website will show when classes are scheduled to be held at least 3 years out as an advising tool for students. SGA has seen a demonstration of how the website will look to students and how it will be used and they have endorsed this. Brian Edmonds demonstrated the website starting with what the student sees and then how to input the courses. “Projected Course Offerings” is most likely the title the website will have. Launch 1st of March and let people “play” with it through Spring Break. After Spring Break computer services will set up training sessions, however site will be live so anything put in during the “play” period will stay. It was agreed that the deadline for inputting initial 1 year data is tentatively July 1, 2013 for spring, summer & fall 2014. The next deadline will be Sept. 1, 2013 for putting in the next two years of classes.

2) Administrative Council Actions and Highlights

Dean Bryant and Provost Einhellig gave the group an update on discussions that have occurred at Administrative Council for the last week.

3) Review and Prep for New Board of Governor Orientation

Dr. Einhellig reviewed the overall agenda for the New Board of Governors Orientation lunch that the Provost’s Office will host on February 20, 2013.

4) Statewide Program Review - Status of Low Completer programs (Frank & Kathy)

There was discussion as to how the Low Completer programs are portrayed in reports from MDHE. Kathy Coy and Provost Einhellig will work with different programs to see if there is a better way to display the data so that it is not spread out as individual classes.
5) Financial Outlook Website (Greg)
   *The Financial Outlook website will be updated by Friday, February 15, 2013.*

6) Active Shooter Follow-up (Chris)
   *Dr. Craig discussed with the Deans the best methods of distributing information in regards to “Active Shooter” situations on campus. It was agreed that the Deans would take the information that is passed on by Dr. Craig and present that to their respective departments.*

7) Assessment Survey Software (Chris)
   *Dr. Craig asked the Deans to gather information from their departments on when student evaluations are presented. He is looking into the best method of handling evaluations as well as the state required SB389 document.*

8) Keep 3:30-5:00pm on Mondays open for New Faculty Development activities (Chris)
   *Dr. Craig encouraged the Deans to talk to their Department Heads in regards to leaving Monday afternoons available for new faculty development activities.*

Looking Ahead:

**Events and Due Dates**

**Events for February 2013 – March 2013**

**February 2013**
15   Board of Governor’s Award for Faculty/Staff Excellence in Public Affairs nominations due
15   Master Advisor Refresher Workshop, 9:00-11:30am, UNVH 200
18   University Closed
19   Student Success Presentation, 3:30-5:00pm, Carr 208
19   “Boots to Books: Advising and Teaching Veterans” workshop, 9:00am-Noon, PSU East Ballroom
20   New Board Members Orientation

**March 2013**
1   Advising International Students, 1:00-4:00pm, PSU 317
7-8  Board of Governors Retreat, St. Louis
9-17 Spring Break
21  Master Advisor Reception, 4:00-5:00pm, PSU 400
26  Academic Advise for Special Populations: Advising Honors, Adult & International Transfer Students, 12:30-1:30pm, PSU 313
28  Advising Transfer Students: Strategies for Today’s Realities and Tomorrow’s Challenges, 1:00-2:00pm, PSU 313
29  University Closed

**April 2013**
2   Lessons Learned and Anticipated Challenges, 12:30-1:30pm, PSU 313
9-12 Public Affairs Conference
18-19 Statewide Collaborative Diversity Conference
20  Spring Showcase

**May 2013**
1   Getting a Head Start on Graduate School: Senior Permission & Accelerated Master’s Programs, 11:45am – 12:45pm, PSU 315
10  Study Day
16  Academic Affairs BOG meeting, 10:30-11:45am, tbd
16  Board of Governors, 1:00pm, PSU 313
17  Commencement, 10:00am, 1:30pm and 5:00pm, JQH Arena
27  University Closed