**Meeting Notes – Academic Leadership Council –July 13, 2011 rev 7/16**

Notes by Neosha Mackey

Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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<tr>
<td>Frank Einhellig</td>
<td>Pawan Kahol absent</td>
<td>Guests:</td>
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<td>Carey Adams</td>
<td>Dennis Kear</td>
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<td>John Catau absent</td>
<td>Neosha Mackey</td>
<td>Victor Matthews</td>
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<td>Kathy Coy absent</td>
<td>Neosha Mackey</td>
<td>Joye Norris</td>
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<td>Rachelle Darabi absent</td>
<td>Kent Ragan</td>
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<td>Terrel Gallaway</td>
<td>Kent Ragan</td>
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<td>Phil Harsha</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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1) **Frank Discussion**

   a. Carrington Hall Auditorium. It is supposed to be completed for Fall Semester but who knows. It certainly will be ready for Spring semester. According to subsequent information from Tammy, it will have 370 fixed seats and 6 wheelchair locations. The seats are fixed theater style with table arms that raise and lower. Level 3 classroom (tech) and digital marker board system. Frank encouraged colleges to schedule classes in there for spring 2012.

   b. **Baseline data for online and blended offerings.** Kathy will develop a report for us.

   c. **Baseline for Scholarship of Teaching and Learning.** We need to understand the parameters and then decide how to collect and what the baseline will be. Use FCTL Advisory Committee to help with this.

   d. **Senate meeting**—good to have faculty and administrators and staff there.

      i. Vision: (handout) with two versions of possible vision statement. Let Frank know preference and thoughts.

      ii. Salary & “merit”—across the board is not to be confused with not having merit. ATB just means all deserve a pay raise after three years with none and not much money for said raise. Promotion continues to be the highest form of merit increase. The money has to come from somewhere if this is done. $500,000 of Provost ongoing savings were applied to the equity adjustments.

      iii. 9/11th Committee—Frank, Terrell, Tom Kane, Sue George, Kent Ragan, Janice Greene, and Rich Biagoni will be on this committee to look at how administrators return to faculty and at what rate. Frank is glad that all will work together. Terrel wrote the first draft of the charge for the Committee and Frank made a few modifications.

      iv. Enrollment Mgt. Committee. Don Simpson will chair. Much larger committee that is reconstituting a lapsed committee. Will involve all areas. Victor Matthews volunteered to be on it. Kent was asked to suggest a
Department Head and Terrel was asked to suggest a representative from Faculty Senate.

2) **ADM Retreat and Long Range Plan**  --- yes…there is one (Tammy & Frank) Dean given a hardcopy of the LRP
   a. Relationship to college plans & departmental plans. For next week, deans need to go through and look at relationship of LRP to colleges. There is an extensive list of things to accomplish in the LRP. Student success occurs at every level in the university.
   b. Goals for the year. Each VP listed 3-5 goals. Was limited to one page. All are looking for stability and moving forward as a university. Frank distributed the four goals he listed for Academic Affairs. (Handout) Also distributed two versions of a possible university mission statement.
   c. HLC. Etta Madden will chair an Initial Study Group for HLC.
   d. Cell Phone policy will change. More to come on that.

3) **Student Learning Outcomes.** Most colleges have request in for expenditures related to SLOs for work being done or to be done this summer. Money was to come from the President’s Office. Dennis had a commitment of funds from Provost McCarthy. Frank will work with Greg on determining any commitments for Provost area and will discuss all funding for SLO activity with the President. Will have SLOs as a primary topic for deans. These should be discipline specific. They also need to connect with HLC requirements.

4) **MSU 62** – Don. Program where people aged 62 and over can enroll on one given day after all regular enrollment and take one class for free. Right now if person doesn’t meet prerequisite then Enrollment Services must contact department for exception. It was agreed that Enrollment Services must continue to contact the College of Health and Human Services departments for approval. All others want there to be an advising note explaining the waiver of the prerequisite.

5) **Gainful Employment and certificate programs** – Don. Targeted to for-profit schools, but affects us if we have certificate programs. Don needs to know the program coordinator for any certificate program. We must disclose a variety of information about costs, job placement, etc.

6) **Transfer advisor availability** – Don. Transfer students are registering late. All programs need to make sure there is a transfer advisor available. Ross Hawkins needs to let deans know when there are any problems with this.

7) **Chief Financial Officer**—Tammy. Two candidates for CFO will be interviewed the week of July 18—one on Wednesday and one on Thursday. Each day there will be 30 minutes with the deans at 1:30 pm.
   Question was asked on the status of the **Chief Diversity Officer.**
   Question then about **search firms.** Greg followed up with the following information: “The University accepted the proposal from PrincetonOne for searches for Department Heads and
Directors. The University accepted the proposal from R. William Funk & Associates for other high level searches. We have no contract with an outside agency for faculty searches.”

8) **Travel Policy** (handout) Victor did receive some feedback. The one form that combines Travel Advance and Foreign Travel will remain as one form but will be more clearly delineated on the form. This will go to Administrative Council on Monday.

**Looking Ahead:**

**Due Dates**

**Events for July-August**

**July 2011**
15  PharmD Joint Meeting  
20  Summary of concerns on New Travel Policy

**August 2011**
5   AABOG  
5   BOG  
5   Summer Commencement  
16  New Faculty Orientation  
16  New Faculty Picnic  
17  Showcase on Teaching and Learning  
18  All Faculty Luncheon  
22  First Day of Classes