Dan Hellman PEU: 2 handouts. Proposal to Move Secondary and K-12 Education Certification Post-baccalaureate Candidates to Content Area Department. COE office doesn’t always know who the students are. The students need access to quality advisement. Have access to faculty in the departments who are in the content area which provides more access to information, socialization, meetings, conferences, etc. that faculty can direct them to. Proposal will go to PEC in OCT. Don’t always have degree audits done for certification students. Process questions: proposal to PEC, says this is good then? Not the type of issue that would go to Faculty Senate. Then to the Provost? FE deans might want to weigh in on what this means. Head of PEU and Frank would want to confirm with people and get agreement. There are classification codes for these students. Interest in having those counts credited to the actual departments. How many students? 150 this semester. Growing. John Catau said we either all provide the advising or no one. Gets too confusing to vary by college or worse by department. Need to agree on whether to do in the departments or in the Teacher Certification Office. Don or Kathy will provide colleges with numbers that would be in each area. Students have to follow procedures and practices from the Teacher Certification Office. This qualifies them for aid but we have to certify that they are pursuing the certification. Need to make students aware that they can complete a second degree. Students need to know about these options.

NCATE’s Response to MSU Exhibits demonstrating NCATE Standards 1-6 for the UNIT (June 2011). Accreditation coming Nov. 12-16, 2011. Involves two separate visits—NCATE & DESE. DESE will be here for five days, NCATE for three days. There will be much interaction between the teams. Monday, Sept. 19, the Admin Council and Dean Kear will discuss. DESE relies on Program Reports. NCATE relies on reports and exhibits. Institutional report was made available over the summer. Report came back and was shared with faculty. Exhibits are available. Visit will have two components—evaluating the six standards and examining the exhibits. Some data was either not provided or not provided in a timely fashion and so could not use to make improvements. That is a concern. Not much can be done with only two months to go. Program review reports all made much progress and were reviewed by PEU Committee. Sent
to either SPA or outside reviewer. Question from Helen--How did committee decide that clinical programs didn’t have sufficient budgets. COE needs some undergrad budgets related to these clinical programs. If you have additional contributions, get to John, Frank and Dennis.

1. **Announcements/Housekeeping (Frank et al).**

   **Faculty Senate resolutions:** Two passed. One on Reorganization of Budgetary Priorities and one on Presidential Searches and Board of Governors Composition. Perception that instructor positions (unranked faculty) have increased. Terrel and Frank agree that data might be less than perfect. Resolution will go to BOG. Terrel will send deans link to Budget & Priorities report. Concerned not just with large number of instructors but also pay. 2nd resolution about faculty representation on Presidential search committees and on the BOG.

   **Major Equipment funding:** Requests are due to Greg Rainwater by October 3, 2011. These funds are intended to support major teaching and research equipment needs. Classroom upgrades should not be submitted under the present equipment requests. The equipment fund is $266,204. This budget was cut $150,000 in FY 2011. All departments do not have need for major equipment, and as in prior years the distribution will be concentrated in disciples that require major equipment. It is acknowledged that the funds are inadequate.

   **Performance measures (CAOs to discuss 9/26):** Nothing has been decided. CAOs will discuss. Bryan Long thinks there will be some common performance measures state-wide such as graduation numbers, rolling averages on retention, etc. May be unique things for an institution. If you have some good suggestions, let Frank know.

   **BOG –Oct 28**
   - Foundation Award Winners—will be recognized
   - IP Policy—Intellectual Property
   - Handbook changes—some changes. Wording changes that have been through the process. Some language that relates to salary that might be done.
   - Three new fees that should have happened earlier. Not the time for fees. Normal time is spring semester.

   May have two new BOG members by then. For BOG-AA meeting two colleges have not presented on Program review. May discuss Retention and Diversity.

   **PharmD MOU signing-Oct 14** (Governor attending) 2 pm. At Brick City.

2. **Items from Admin Council 9/12/11:** Clif, Jim Baker and Allen Kunkel went on the Chamber of Commerce trip to Tupelo, MS. Clif thought it was most useful. Chamber and community people think highly about Missouri State and appreciate the
involvement so many faculty & staff have in the community. Stay out there. Next Clif notes on travel policy and budget committees. Admin Council did approve the travel policy. Effective as soon as posted. The University is working with the City on Diversity and hiring agreement. Shared leave pool policy may go to the BOG in Oct. Orientation for New BOG members will be held and will include lunch (October 28) with all of the Deans. There will be events at which Faculty Senate Chair and other faculty will be invited. E-mail archiving—cost center directors, and up. Make suggestions of others if need be.

3. **How to handle merit rating/scoring.** On compensation, very remote possibility that there might be additional money for a formula instead of ATB. Do all faculty need to be rated on the compensation grid? Last year, had numbers but could be done by committee or department head. Could choose to use or not use numbers. Had to have an evaluation. Last year was in violation of faculty handbook, but the process is being looked at. Handbook is too detailed. Last year went well because dept. could do what they wanted. Do same as last year. Have same freedom for departments to decide. Must remember that evaluation is necessary.

4. **Pay for per course instruction;** Comes up annually. Until we disbanded Continuing Education there was a formula. $xxx if you had MA, $XXXX for PhD. That hasn’t been in place for four years. Now no central policy for pay per course. We have to compete with what they pay at OTC. Department heads and deans are free to pay what is needed to get good people. Not the responsibility of central administration for the amount paid. Freedom for Cost Center to decide. Deans may need to discuss so there is some equity across colleges. There is, though, a market factor. The range is between $800/credit hour to $1,000/credit hour. Some at $600 or $700/credit hour. When provost buys someone out, department gets $240 ($800 for 3 hour course) and that may not be enough to replace. Again, department heads and deans can do as they need to. Don’t go to $1200/1400 if others still paying $800. Joye pays for some things. She needs to know if it is her budget. Units in her area pay for per course instructors. She needs to look at that. Flexibility with is with the Cost Centers. Quest was raised about credit hours versus contact hours.

5. **Low completer programs update** (Kathy) Handout. Information handout. BA degrees have minimum of 10 per year on average over a three year period. Masters are 5 per year on average over three years. Look at programs. See if trending the right way. Some problems with way listed. Engineering Physics is now an option in Physics. Need to be covered in some way. The fiscal year for semesters is summer, fall, and spring. FY ends with Spring semester. Degrees granted are reported by fiscal year. MDHE always behind our numbers in reporting. Continue to look at. Last table on education is Kathy’s creation. State may decide how to report education degrees. Half of Gerontology getting 2nd major. They are reported. As we go with new programs, provisional
approval based on 5 years looking at enrollments. Think clearly about projections of enrollments. Time frame for evaluating success is much shorter. MDHE website.

6. **Shared Courses in MO update.** Cooperative education. Groups of people got together and have decided to share courses and take turns hosting programs. This fall, University of Central Missouri has the German class that our students can enroll in. Missouri University of Science & Technology is teaching a Nano physics in which our students can enroll. These are internet classes. Our students pay online fee and we keep tuition. Counts as our enrollment. We have to take our turn hosting the course. In spring, UCM survey of French Literature and we will host 20th century German Literature course. Frank asked if Deans and DHs are getting information about this. Someone from SEMO is coordinating. Could be successful and useful. Dave Cornelison, Head of PAM is on a list that discusses. Nothing is going to the Provost.

7. **Announcements from Rachelle:**
   - Sonny Lacks will be here Nov. 30. 7pm. Tickets. Free. General admission.
   - Public Affairs Theme call for FY2014 out soon.
   - PA Provost Fellow on Inclusive Excellence applications, due Oct. 5. Only two aps so far.
   - Under reporting of service learning. Faculty aren’t applying for Service Learning designation. Check with faculty.

8. **AA Budget Committee:**
   - AA Budget Committee list distributed. Look at summer school and how we can increase participation. How to provide opportunities for potential students when no other opportunities available here. Over time enrollments do shift. Shift within cost center. Shift between cost centers. How to handle this latter form of shift might have some “winners” and “loser” in the latter scenario.
   - Handout of all of the college budget committees.
   - Executive Committee AA representatives list was handed out.

9. **Other**
   - Library usage, late hours 12 midnight – 2 am is going up. Over 200 on Monday night 9/12 (actually very early on Tuesday).
   - Honors College-- 9 candidates. Search committee discussed and hopes to interview some.
   - Hiring ad copy for The Chronicle was distributed. Will run twice. Can count as a national ad for INS purposes.
Due Dates

Events for September-December

September 2011
12-16 Public Affairs Week
13 The Teaching Professor – Brown Bag Session, 12:30pm, LIBR 204
14 Study Away Fair, PSU Atrium, 11:00am – 2:00pm
15 Study Away Faculty Workshop, PSU 317, 12:30pm – 2:00pm
16 Assessing Your Assessment Plan, 8:00am-Noon, GLAS 434
19 NCATE/DESE Chairs Campus Previsit
20 Office of the Registrar Audit
22 Scholarship of Teaching and Learning Series, 2:00pm, PSU Ballroom East
27-28 Higher Learning Commission review & off-site visits to Joplin & West Plains
27 Major’s Fair, 9:00am – 3:00pm, PSU Ballroom
28 State of the University Address, PSU Theatre, Noon
30 Professors as Writers: Monthly Faculty Writing Retreat, Alumni Ctr 101

October 2011
3-5 Academic Integrity Days
5 Deadline for application for Provost Fellow for Public Affairs (2012-13)
6 United Way Kick-Off Breakfast
6 Public Affairs Convocation Lecture – Douglas Rushkoff, 7:00pm, PSU Theatre
8 Showcase (student recruitment event)
13-16 Fall Break
14 PharmD MOU signing with Governor, 2:00pm
17 2nd Block begins
21 Professors as Writers: Monthly Faculty Writing Retreat, Alumni Ctr 101
26-27 HLC Off-site Visits
28 Board of Governors, PSU 313, 10:00am

November 2011
11 Professors as Writers: Monthly Faculty Writing Retreat, Alumni Ctr 101
12-16 NCATE/DESE Accreditation Campus Visit
23 Thanksgiving Holiday – No Classes/Office Open
24-27 Thanksgiving Holiday – University Closed
30 Sonny Lacks, JKHHPA, 7:00pm

December 2011
1 University Staff Ambassadors (USA) Day – Learning About Academic Affairs
8 Last Day of Classes
10-15 Finals
16 Board of Governors, PSU 313, 9:00am
16 Fall Commencement
19 Professors as Writers: Monthly Faculty Writing Retreat, Alumni Ctr 101
22 - 31 Holiday Break