**Meeting Notes – Academic Leadership Council – September 21, 2011**

Notes by Neosha Mackey

Members Present:

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<th>Member</th>
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<tr>
<td>Frank Einhellig</td>
<td>Pawan Kahol</td>
<td>Guests:</td>
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<tr>
<td>Carey Adams</td>
<td>Dennis Kear</td>
<td>Etta Madden</td>
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<td>Stephanie Bryant</td>
<td>Neosha Mackey</td>
<td>Dick Williams – from accounting</td>
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<tr>
<td>John Catau</td>
<td>Victor Matthews</td>
<td>Bill Cheek</td>
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<td>Kathy Coy</td>
<td>Joye Norris</td>
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<td>Rachelle Darabi</td>
<td>Kent Ragan XX</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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**Etta Madden: Task Force on Gen Ed: Handout.** General Education Review website. Faculty & Student Survey Quantitative Results are posted. Charge has three phases. Committee is gathering information from other campuses and here. Many things working well. However, Public Affairs mission needs to be better incorporated. Students and instructors don’t always see relevancy of GedEd courses. Mission, value, relevancy and consistency. The four open sessions with faculty were not well attended. Had focus groups with students. Many said classes seem redundant and too easy. Faculty open sessions were for anyone who wanted to attend. Student focus groups developed by task force participants suggesting names. BOG will not approve expanding number of courses in Gen Ed. More focus is needed. New Gen Ed program should have only the number of hours required—42 hours. Reviewing does not mean we are throwing out and starting over. Request for smaller classes is different from what we are doing right now. Not consistent with downsizing. Difference between BS and BA traditionally BS requires more science and math. Now both degrees require not only all of the BS requirements but also the BA so the hours are more. Gen Ed should be different for both. Look at ability to double count Gen Ed in major. Still in early stages of this process. Need more input from faculty. Etta is willing to go to Department meetings and discuss. AACU Essential Learning Outcomes. Approve this as a model. Miami Dade outcomes are clearly aligned with the ELO. Will then develop Los that can be assessed. At some point will need to run all of this through CGEIP. LEAP very good initiatives.

**HLC**—accrediting body for the entire University. Last accredited in 2005, next reaffirmation is 2015. HLC wants to know that we are continuing to assess student learning and that other things are happening. Off-site visits are Oct. 26-27. HLC has changed criteria and process. Open Pathway model. Handout. University will continue to upload information year after year. Not a huge team anymore. Smaller group. The University needs to choose a quality initiative. Something engaging, difficult, complex and a stretch. Committee is now to the point of stating Quality Initiative Report Review. Might be Gen Ed. Is there an expectation that by 2015-16 we would be completed with initiative? At the end of 3 years, would not have many results on student progress. Would be able to show progress. Does not have to be complete.
with assessment results. Assessment data is uploaded every year. Each 10 year cycle needs a quality initiative. Years 4 & 10 require brief report of progress on the quality initiative. Program review? Etta has talked with Liaison at HLC for feedback on the Qualitative Initiative (QI). Keep HLC process in front of everyone. Whole University must be accredited by HLC. Good track record. Again, we need a QI that is meaningful for our campus.

Announcements/Housekeeping, Frank et al

- **Research Grants due in a few days.** Sept. 26. Faculty wants GA for research—get an app in.
- **Travel**—Steve and Penni will come Oct. 17 AAA for discussion of that and the Fiscal Responsibility Policy.
- **BOG Recognition of Faculty Award Winners.** Faculty Handbook changes; New IP policy
- **Diversity hires**—one in PLS and one split between COE and CHPA
- **New legal counsel**—Ryan DeBoef.

Items from Administrative Council 9/19/11 Frank and Tammy

- Clif talked with **Dept. of Corrections**—may do something with Fordland Correctional facility.
- FE distributed draft of change to Faculty Handbook on **across-the-board increase**.
- **Sustainability Committee**—draft of goals to distribute to all of us. Goal is to have final draft by Dec.
- Went through some of the questions of the **Fiscal Responsibility** policy.
- Working on **BOG agenda**. All of us invited to lunch on Thursday, October 27 with new Board members.
- **Jazz Festival** and Film Festival this weekend.
- **Dept. of Corrections;** FE charged to put together a team about what we might be able to do at the Fordland facility. At one time had a lot of activity there. Craig Hemmens. COE perhaps Dennis, John Catau, and Malikah Marrus will be the start of this group.
- June released several **audits** to Didi. Faculty leave, Child Dev. Center, Book store both here and at West Plains, NCAA audit, Sodexo and Chartwells.

**Graduate Enrollment:** Handout. Pawan. Discussed stat of graduate enrollment at MSU which is down compared to national trend. See the attached report for more detail

**Enrollment Picture-census data (Don):** Enrollment reports by college. OTC and MU both up in large numbers.

**Longitudinal Faculty and Student distribution patterns (Kathy):** Work load issues, staffing, and faculty growth vs. staff growth. How are these things counted? What are we counting? How do we count enrollment? She needs a definition of which faculty to count to get an accurate count of number who serves students. Distance is not excluded. Excluded are China campus, dual credit, ELI, foreign location. **ELI**-separate people hired—staff. Do not include Dual credit—
harder one. Credit hours. Do generate revenue. Dual credit does include faculty workload. 

Don’t count dual credit (non-degree headcount).

Past history, instructor and lecturer categories—for history, lump together. China Campus excluded. Study Away in another country not with our courses not included. Staff vs. clinical faculty. How to count. Doing same job, need to make an honest comparison. Whatever they are today, count them as today. Per Course—FTE for per course was 15 credit hours. Add up numbers and then divide. Formerly 15 cr. H. Change in 2008 to 12. Make same. All Hours taught are included in the count.

Personnel Task Force (Bill Cheek): President created. Charge in today’s Clif’s Notes. Personnel reallocation taskforce. Handout: Only 5 members plus Bill. Two faculty. Charge does not include faculty. Does not include anything about layoffs or reduction in force. Recommend the most effective staffing plan for MSU. Reviewing the current full time staffing levels. Each cost center is asked to cooperate with the task force and provide any relevant information requested by the task force to complete its work. Deadline is Jan. 31, 2012. Three meetings so far. Develop questions to be asked that need solutions. Collecting data on every unit. Will talk with directors, unit heads and deans beginning next week (September 26). Spend a great deal of time developing recommendations. Will be happy to come here again. How much would benchmarking affect the plan? Are we moving forward with replacements? On faculty side, yes, we know what is happening. No discussion on staff side. No orders about not replacing people. Whether or not someone is fully utilized depends on many things. Master vacancy list. If looking at efficiency think about many signatures required for things such as personnel actions, design and construction projects, etc. Many processes are inefficient. Again, one or two people from the task force will go to each unit. Covers every unit on campus. Full time staff only.

Review of Program Review (link) (Bill & Kathy): FE has asked Kathy and Bill to do a mini-review of program review. Been through one cycle. Are there things to change in the cycle? Bill and Kathy will be talking with deans. How does annual review connect to program review? One question is how or are we incorporating student learning outcomes in the review?

Miscellaneous things coming:
Student Learning outcomes—update Frank
Online course development priorities—several met this morning. Will get outline of what to develop.

Events for September 22 - December

September 2011
22 Scholarship of Teaching and Learning Series, 2:00pm, PSU Ballroom East
26 MSU Faculty Research Grant deadline
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