Meeting Notes – Academic Leadership Council – March 2, 2011
Notes by Neosha Mackey

Members Present:

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<tr>
<th>Belinda McCarthy</th>
<th>Dennis Kear-David Brown</th>
<th>Guests:</th>
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<tr>
<td>Carey Adams</td>
<td>Neosha Mackey</td>
<td>Jeff Morrissey</td>
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<td>John Catau</td>
<td>Victor Matthews</td>
<td>Steve Willis</td>
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<td>Kathy Coy</td>
<td>Kent Ragan</td>
<td>Jamaine Abidogun</td>
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<td>Rachelle Darabi</td>
<td>Greg Rainwater</td>
<td>Denise Fredrick</td>
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<td>Frank Einhellig</td>
<td>Helen Reid</td>
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<td>Terrel Gallaway</td>
<td>Don Simpson</td>
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<td>Phil Harsha</td>
<td>Art Spisak</td>
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<td>Tammy Jahnke</td>
<td>Rebecca Woodard</td>
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Jeff Morrissey presented information about the IT council and the Student Computer Usage Fee (SCUF) and how the SCUF funding process works. The presentation will be attached. The students pay an Equipment and Facilities Service Fee from which SCUF is allocated a percentage each year. For FY 2011, SCUF received 43.66% of that fee. Each year, more proposals are received than there is funding for. Some issues the IT Council is looking at include the fact that online students to not pay this fee. To help with other technology needs, the University has had Title III grants and is working with a consultant on another one. The consultant Mike Gaudette was on campus Feb. 23, 2011 talking with many people about the proposal. Blackboard 8.0 will go away at the end of Spring 2011 to be replaced by Blackboard Learn 9.1(BbL 9.1) on May 20, 2011. The new version is being used in test mode this semester by 78 faculty. A variety of communication activities and training opportunities are planned.

Professional Education Committee—Steve Willis. This was Steve's last meeting as Chair of PEC. Jamaine Abidogun is the Chair for next year, but will be on sabbatical. They have a plan for a substitute. Some of the program reports were submitted by Feb. 28. There is diversity assessment data for 4 years which will be sent to Deans and Department Heads. The question about funds for secondary education that Dennis sent to Deans is really meant to demonstrate how secondary education preparation is supported. There were things discussed that John Catau knew nothing of. It was emphasized that John needs to know everything about DESE/NCATE!

Administrative Council Update – Helen. They discussed the basketball celebration. Talked about the upcoming Board retreat. Much discussion about Greenwood fees and how to inform parents. The Policy Manual has had changes in various policies. Every office with one needs to take it to Clif Smart’s office for updating. There will be a revised policy on retention of e-mail. Basically retain e-mails that document decisions. Staff will again be given 2 hours to attend sessions of the Public Affairs Conference. With the implementation of the new online scholarship application process, applications have more than doubled!
NCATE/DESE Update – John. Nothing else than what was said under the PEC discussion.

Scheduling Large Classrooms Centrally for SU11 and FA11 – Kathy (Update) all requests are in and they are working on this.

Utilization of Learning Spaces – Kathy (Discussion) several handouts on this topic. Utilization rates for General purpose Classrooms and for Class Labs, Weekly Pattern analysis which shows non-standard times. Kathy and Shelley Netzer need to know for iTunes classes which specific times they will meet in-person and the space needs. Please put that information in the Comments Section. There was a handout for deans to check which list Research Labs. These need to be verified.

There is a new policy for Fall 2011 pilot implementation that will allow trained student leaders the ability to utilize the installed audio/visual systems in academic spaces. There are reservation, training and disciplinary processes specified. (handout).

Long Range Plan baseline and goals (handout)

Current practices that challenge good utilization: Too many controlling organizations. Need Deans to manage space for colleges. Too many deviations from standard times. Furniture gets changed without considering impact on seating in a room. Many issues to look at.

Faculty Luncheon/Reception – Tammy. Small group, Tammy, Rebecca, John Mary Lynne and Neosha discussed. Like having two events a year. The May event is good for recognizing milestones and achievement. The group is recommending that a booklet with a compilation of research, and engaged scholarship be prepared. That there be a way to recognize teaching and service in every college and library. Also at that time recognize committee chairs by at least listing them. Takes a lot of work. The August luncheon would be re-instituted for the Thursday before classes start. The emphasis would be on new faculty and administrators and a new beginning of the academic year. All new faculty and administrators would be listed in a booklet with a bit of biographical information. Speakers would include the Provost, President, Chair of Senate and perhaps a motivational speaker (15 minutes). Mention of Showcase and bringing in an outside speaker on Wednesday to start it off and perhaps even one to say something at noon. More on that later.


Update on Roles & Rewards: has volunteers to serve on a committee. What are we looking for in this? Belinda will prepare something for group to consider.
  a. Interdisciplinary
  b. Professional Development
  c. Department Heads
  d. Work with Faculty Concerns
Focus in Academic Affairs:

**General Education:** The committee is making significant progress. ALC received a hard copy of the briefing paper. There was a discussion of the request for proposals at the end of the document (and the email that was sent out). Proposals should be for course improvements to meet the goals in the document or even for new courses that fit the goals. If faculty would like feedback prior to submission contact John Catau or Rachelle Darabi.

**College Budget Committees:** It was noted that college budget committees seem to be working well. We were encouraged to use them wisely. Basically we have two things that our budget committees need to decide on.

1. Do we want our proportion based on tenured faculty only, tenured and tenure-track faculty, or tenured and tenure track and lecturers? I understand that even though each budget committee was to be asked that we would come to some common understanding as a university. Also the 1:1 match can include all groups. Most everyone is having a budget meeting by March 18 so I understand we were to report to Belinda by early the following week.

2. Colleges have a choice on how the allocation but our budget committees have to make the decision. Do we use our allocation fully for equity or do we use it to do more hiring? Colleges have the choice.

Dean's will receive allocation spreadsheet scenarios from Greg soon.

**Data Foundation for Long Range Plan** – no college annual reports. Dean's will not be asked to submit an annual report this year. Dean's should request the reports that they need from department heads but there is no formal report that will be submitted beyond the college level. Belinda and Kathy will be reviewing all of the data available that lays the foundation for the long-range plan. We will be asked to respond to data.

**Briefing papers** (handout) titled “On the Combined Long-Range Plan Themes of Engaged Inquiry and Partners for Progress” was distributed. Briefing papers are now called "**focus papers**". Everyone who has written one has received feedback. We are to go over them with Belinda after spring break for further feedback.