Meeting Notes – Academic Leadership Council – August 11, 2010

Members Present:

<table>
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<tr>
<th>Belinda McCarthy,</th>
<th>Tammy Jahnke</th>
<th>Kelly Wood</th>
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<td>Carey Adams</td>
<td>David Brown for Dennis Kear</td>
<td>Rebecca Woodard</td>
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<td>John Catau</td>
<td>Neosha Mackey</td>
<td>Guests:</td>
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<td>Kathy Coy</td>
<td>Victor Matthews</td>
<td>Dr. Cofer</td>
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<td>Rachelle Darabi</td>
<td>Greg Rainwater</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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Dr. Cofer was first on the agenda. Everyone introduced him/herself. Dr. Cofer said he was often asked if he was serious about involvement and the answer is yes. He wants more involvement from everyone especially when affected by a possible decision.

He talked about the budget situation. It appears that the state could face a $600 million deficit for FY12. The deficit depends on many factors including the federal funds and how the state can use them. There will be a higher education summit in Jefferson City on the 17th but it appears that there may not be any concrete budget information at that time. When he receives the budget information for Missouri State, a plan will be finalized for how to decide on budget adjustments. He believes in this starting at the lowest level with extensive participation by faculty and staff. Virtually every university in the country is faced with these kinds of problems. It is not going to be a one year problem but rather a 2-4 year one. Dr. Cofer said the Executive Budget Committee needs to be expanded to include more faculty and staff.

Dr. Cofer discussed enrollment issues including different models of enrollment, graduate education, importance of public affairs and research. He feels that the graduate program cannot be outstanding unless undergraduate education is. CBHE is interested in low completer programs and how universities will look at different options for them. Assessment will increase—the Southern Association of Colleges and Schools (SACS) has been doing for years what the Higher Learning Commission (HLC) wants to do in assessment.

Carol Twigg from the National Center for Academic Transformation will be the featured speaker at the Higher Education Summit. Again, academic transformation must be faculty driven. Twigg has helped universities, states and others to work through a process that includes in the end large classes, breakout sections and appropriate use of technology.

Someone asked Dr. Cofer how he developed his philosophy of higher education. He then listed 14 titles that he had found beneficial in that process. (Attached is the list.)

He was asked about making connections with faculty and said it mean getting to everything he can. Meet with faculty and staff—praised the quality of the staff.
Administrative Council Report (Helen Reid and Belinda McCarthy):

- Tobacco Policy implementation is to begin this coming Sunday, August 15. [http://www.missouristate.edu/policy/tobaccouse.htm](http://www.missouristate.edu/policy/tobaccouse.htm).
- The Public Affairs mission was discussed with a question about how it relates to staff.
- HB1 which mandates that employees **hired after Jan. 1, 2011** will contribute a certain percentage to the pension fund. This may cause some adjustments in salaries that are offered.
- Various policies are getting many questions from Dr. Cofer as he learns about MSU and its culture.

Dr. McCarthy discussed her presentation for the Administrative Council Retreat. It will focus on the:

- Core Curriculum: what it is, purpose and how best to offer
- Low completer Programs: Many programs with fewer than 10 (UG) or 5(G) graduates in a year. Perhaps some programs could be combined to options within a degree. Some may need to be looked at in other terms.
- Time to degree: 6 – 8 years for undergraduates. Low completion rates for graduate level.
- Alternative modalities: iTunes, interactive video, internet, traditional face-to-face. Need more engagement for students to learn and succeed.
- Tuition: differential depending on modality and type? Working to identify costs involved for different modalities. Very complicated.
- Class size: Again need to look at, large with breakout, small, what is best.

Dr. McCarthy must be able to clearly outline where we are in with programs that are offered online.
By Sept. 15 she needs from each dean a map of programs and the attendant courses to be offered over the next three years by modality.

A new draft of the Public Affairs mission was distributed. It is important for all to be able to articulate what is significant for students, explain how it is different here and what it means for staff. There are also research applications for faculty in Public Affairs. There needs to be a clear way to treat Public Affairs in the long-range Plan.

The last part of her presentation for the Administrative Council Retreat will deal with facilities. What do we have now and how are they used. How are small, medium and large defined for classrooms? There needs to be a policy and compliance with it. There is still a question on what level of technology is needed for classrooms. Currently there are three levels of technology support with the Crestron Control Panel installation being considered the top level. There is not a definition of state-of-the-art for classroom technology and that is needed. Are we using what we have in the way of technology? A serious concern is the state of science teaching labs and research labs.
Art and Rachelle distributed the schedule for the New Faculty Orientation Program. New faculty no longer will have Human Resources involved on that day but will rather spend another day on HR items. There will be meetings once a month with new faculty at least in the fall semester. Some mentioned that University of Missouri brings new faculty in for a week long orientation that goes into pedagogical issues, research, grant writing and other things to help make faculty successful. There will be some more discussion on how to do the orientation in the future.

**Retention of Grade Records was brought up by John.** He asked if there is a policy on retention. Some thought the Records Retention Policy spoke to the question and others thought the Faculty might or may have in the past. This will be investigated and clarified. Rebecca will ask a Faculty Senate Committee to look at.

Notes by Neosha A. Mackey