Meeting Notes – Academic Leadership Council – August 25, 2010

Members Present:

<table>
<thead>
<tr>
<th>Member</th>
<th>Member</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belinda McCarthy</td>
<td>Tammy Jahnke</td>
<td>Rebecca Woodard-absent</td>
</tr>
<tr>
<td>Carey Adams</td>
<td>Dennis Kear</td>
<td>Guests:</td>
</tr>
<tr>
<td>Sandra Arthur</td>
<td>Neosha Mackey</td>
<td>Mary Ann Wood</td>
</tr>
<tr>
<td>John Catau</td>
<td>Victor Matthews</td>
<td>Jamie Jones</td>
</tr>
<tr>
<td>Kathy Coy</td>
<td>Greg Rainwater</td>
<td></td>
</tr>
<tr>
<td>Rachelle Darabi</td>
<td>Helen Reid</td>
<td></td>
</tr>
<tr>
<td>Frank Einhellig</td>
<td>Don Simpson</td>
<td></td>
</tr>
<tr>
<td>Terrel Gallaway</td>
<td>Art Spisak</td>
<td></td>
</tr>
<tr>
<td>Phil Harsha</td>
<td>Kelly Wood</td>
<td></td>
</tr>
</tbody>
</table>

Public Affairs Update: Mary Ann Wood, Director, Public Affairs Support and Jamie Jones, Student coordinator of the Public Affairs Week (PAW). Provided an update on PAW and the Public Affairs Conference planning. PAW information is available at http://www.missouristate.edu/paw/default.asp. The students are also supporting a clothing drive. Contact Jamie at jamie22@live.missouristate.edu for more information. Information about the Public Affairs theme, Fall 2010 Convocation speaker and planning for the Public Affairs Conference is at http://publicaffairs.missouristate.edu/. Blake Mycoskie, Founder and Chief Shoe Give of TOMS shoes will be the speaker. The MSU community will try to raise 500 pairs of shoes by purchasing a like amount. The TOMS web site is at TOMS.com. Contact anyone on ALC or Mary Ann for a special code for a discount.

There will soon be a Public Affairs Spotlight in MyMissouri State highlighting a minimum of three people—student, faculty & staff—who live out the public affairs commitment of ethical leadership, cultural competency and civic engagement.

The University Staff Ambassadors (USA) will be having Academic Affairs Day on Thursday December 2. Mary Ann will be coordinating with all units on the visits. The participants like to see interesting things like the labs and green house that Tammy has shown them. It is good to mentions thing they may not be aware of.

Administrative Council Update: Helen Reid reported on the Administrative Council meeting this past Monday. Dr. Cofer will present to the BOG a plan for the budget reduction process. After that we will get information. AC discussed the BOG agenda. It is important that any information, signage, etc. about the IDEA Commons have MSU information on it. An RFP is out for a search firm that would be used for the COBA Dean and other positions at that level. Dr. Cofer wants to review the policy on how search committees are constituted.

- MSU is number one in the State for teacher preparation in terms of number produced (and in quality).
- There is a City/University meeting this week.
• Clarification on Emeritus status. Emeritus faculty and staff can keep e-mail accounts. Others are inactive after a short period of time.
• A minor change was made in the international admission requirements.
• A draft marketing plan was discussed. There will be more on this.
• Beginning Sept. 1, there will be a Springfield Area Alumni Event on the first of each month.

**Steering Committee Update:** Carey Adams reported. Working Group Drafts have been digested to a shorter document with a new vision statement and then parts expanded. Dr. Cofer will present and discuss with BOG at the retreat the weekend of August 28. After that discussion and any revisions there will be broad distribution and discussion.

**Updated low completer list:** Belinda McCarthy. We still do not know how CBHE will request Information. Belinda is in discussion with other CAOs about information and how we can collaborate within the state. Belinda and Kathy Coy will meet with each dean to discuss progress—new programs, old programs, ones that need changing. Hopefully faculty and departments will look and make serious decisions. This will help in the budget process later. We are dealing with CIP codes from the CBHE that aren’t necessarily clear about what is the situation. Every department needs to do a thorough review of all programs to discover what is really offered, what needs to be restructured, changed, and developed for the future. All of this will need to go back to the BOG. We want whatever we do to make us stronger as a university. Need to positions us for higher demand areas, create a pathway for every program.

Attached with these notes is a handout titled **Potential Initiatives Statewide Programs Using Cooperative Themes.** This handout lists seven different ways that institutions in the state can look at cooperative ways of providing programs. If we are to engage in cooperative initiatives we need to insure that program names are descriptive so that potential students can understand them. Related to this is information about OTC Collaboration/West Plains Collaboration. Belinda will meet with CAO from OTC to discuss things we already do and things we could be doing together. Of particular importance are (1) 2 + 2 programs and having very clearly defined pathways for degree completion; (2) Upside courses where students take a discreet technical package of courses and transfer it back to the 4-year institution to be combined with some upper division course work culminating in a bachelor’s degree. (3) list of other types of programs—COPHE list that is attached.

There was also some discussion about “liberal arts or general studies” degrees. These are often non-traditional students who have accumulated a number of hours of course work and want to somehow complete a degree. This may also be some traditional students who just have very broad interests. This needs to be studied. **Rachelle Darabi will get some examples of such programs for all to examine.**
Goals and Projects for 2010-11 (handout)  This handout is attached. These are items that were discussed at the Administrative Council Retreat. Items of particular interest follow. Merit Compensation—we do want performance evaluation but the merit matrix plan especially when no money is available is a problem. Revise GEP 101/UHC110 to somehow include financial responsibility. There is a program called CASH which is available online that might be good to use. Various people will look at it. Danae Hudson will help begin the process of reviewing the core curriculum. We must connect student learning, community impact and public affairs. Extended campus director is needed in order to ensure maximum student access and success. This position will cover all of the COPHE suggested ways of collaboration. No work on filling it until the RFPs for search firm are decided.

Diversity initiatives were discussed at the Admin. Council Retreat. The possibility of “growing our own” for assisting people who have gotten the master’s degree here to go on for PhD and return to MSU.

Space also was discussed. Large classroom seating 80 or more will be centrally scheduled beginning in Fall 2011. There will be work on that until then. Carrington Auditorium is scheduled for some type of renovation to make it more useable as a large classroom.

Athletics—there has been an increase in female students proportionately in the university so that impacts the opportunities for female students for athletic activities. Increase sports for women or decrease for men.

Development will work on identifying the role of college deans in development activities.

COPHE Potential Collaborative Initiatives (handout). Already discussed above.

Public Affairs Learning Outcomes and Assessment draft. Handout attached. Based on the three pillars. How do we assess if students are graduating with these competencies. Developing the co-curricular transcript. All on that handout need to be considered in a cohesive way. Departments need to have PA intensive experiences listed in catalog by January 2011, which leads to next handout.

Public Affairs Intensive Experience (handout attached). John Catau. Both of these were discussed. Draft of guidelines for discussion at CGEIP.

Grade Record Retention (John). Penni Groves said grade books/records need to be kept for only 18 months.


Pathway DE Degree Update (Rachelle). Committee working on this.
Policy Change Procedures. The recently distributed notebook: Policy Handbook. Policies can only be changed if changes are approved through proper channels and then through Administrative Council. John has been working to get some changes in what is included. Have a statement that says Faculty passed requirement for certain information to be provided in course syllabi. Do not include the language in the policy. Have that separately so that it can be changed as needed and appropriate.

Provost Open Forums. Scheduled for Wednesday afternoon 3 – 5 pm. Sept. 15 in PSU 400; Oct. 20 and Nov. 17 in PSU BR east. September will be report from Belinda on major issues, opportunities and challenges. We are to get the Derek Bok out to as many people as possible.

Notes by Neosha Mackey

Looking Ahead:

Due Dates

September
15 Due date for Deans to submit map of programs and the attendant courses to be offered over the next three years by modality

November
1 Deadline for College Councils to address guidelines for “Public Affairs Intensive Experiences”
15 Deadline for Faculty Senate to address guidelines for “Public Affairs Intensive Experiences”

Events for August - October

August 2010
23 AAA
24 Campus-wide reception for the Dr. & Mrs. Cofer
28 – 30 BOG Retreat in Columbia

September 2010
2 Home Opening Football Game
6 University Closed for Labor Day
28 State-of-the-University address, Noon, PSU Theatre

October 2010
8 Diversity & Economic Development Summit
22 BOG, 10:00am, PSU 313
22 Wall of Fame Induction Ceremony, 3:30pm, PSU Ballroom
22 Homecoming Dinner-Dance, 6:00pm, Univ. Plaza Convention Center
23 Homecoming