Meeting Notes – Academic Leadership Council – August 4, 2010

Members Present: Belinda McCarthy, John Catau, Art Spisak, Rachelle Darabi, Don Simpson, Greg Rainwater, Kathy Coy, Helen Reid, Dennis Kear, Carey Adams, Victor Matthews, Tammy Jahlke, Phil Harsha, Tom Tomasi, Lynn Cline, Rebecca Woodard, Terrel Gallaway, Kelly Wood, Sandra Arthur.

- Administrative Council Report (Helen Reid and Belinda McCarthy) – Dr. Cofer commented on the strategic planning process. Dr. Cofer meets with the strategic planning steering committee on Monday, August 9 for the first time. The state (and therefore we) will be doing “low completer” program reviews. By state definition these programs are undergraduate degree programs which have averaged less than 10 graduates/year over the last three years and graduate degree programs which have averaged less than 5 graduates/year over the last three years. A report was made which summarized how the Access Missouri state cuts will impact MSU students. 6,077 students are eligible for Access MO. In the past they could have gotten up to $1510. Now all students at Missouri State will receive only $950 from this fund. Earle Doman reported that the scaffolding will be removed from Hammons House prior to school starting in August. The work will be complete during fall break in October. The design of the Missouri State University home page of the web will change soon. Music libraries have now been combined and all materials are available in Meyer Library.

- Update from Provost’s meeting with Dr. Cofer - Belinda summarized key points.

- Action Items from the Retreat – Kathy Coy distributed another draft of the 2010-2011 strategic plan which included dates (completion) and who’s responsible. Comments are to be sent to Kathy regarding the various tasks and responsible parties.

- Draft guidelines to be used in designating “Public Affairs Intensive Experiences” were distributed by John Catau. This document will be presented to CGEIP for their approval in August. Deadline for college councils to address this issue is November 1, 2010. Deadline for Faculty Senate to address this is November 15, 2010 so that they are in the January 2011 catalog. Departmental assessment plan revisions which include public affairs are due by departments in Spring 2011.

- Rachelle Darabi distributed a draft document that defines the purposes of the public affairs mission. She requested feedback by next Monday. This will be used for a marketing piece.

- Don Simpson reported on pathways – routes that students take toward graduation. Departments have posted four-year and three-year graduation plans (pathways) but we do not have the same kinds of pathways for transfer students who come in at all places in our curriculum. Don distributed a template that could be used by departments to indicate which semester their courses would be offered and in what modalities (evening, online, ITV, etc). The concept is that individual departments would feed their information into a master data base that can be queried to allow individual programs (or advisors or students) to create “customized” templates drawing from different departments. Deans were asked to obtain feedback from their departments for further discussion during ALC on August 11. Once the templates are finalized, a deadline will be established (sometime early during the fall semester) for departments to submit their data.
• Don Simpson also presented a proposal to facilitate progress on the development of undergraduate programs that can be completed through a combination of evening and online courses. This will be discussed further at the Provost staff meeting on August 9.

• Rachelle distributed a marketing piece for students about curricular learning communities along with an advising worksheet for advisors. There was a great deal of discussion about the documents and then on who approved courses. The deans requested that they be part of the process.

• Tom Tomasi distributed a draft graduate coordinator job description. The deans are to send comments/suggestions to Tom.

• Dual credit – Don distributed a list of what other universities are charging for dual credit. We also talked about how we are monitoring dual credit within our colleges. Carey, Victor, Helen and Tammy are to submit reports to Kathy Coy by next week Tuesday (August 10)

• iTunes courses (previously telecourses) – Data indicate that these courses have high DFW rates. No new courses will be started. Are there ways to increase engagement in these courses or are they appropriate in this format?

• Inventory and Collaborative Efforts – John Catau reported that CAO’s across the state have collected an inventory of collaborative efforts within the state. A copy was distributed to the deans. The CAO’s will meet on August 17 after the summit. In addition the state is looking at course transformations and access issues. All is driven by assessment.

• Rachelle distributed the new viewbooks/admission guides.

• Greg Rainwater distributed a handout, “Travel Expense Form Common Errors”, which listed 10 common errors. Everyone is encouraged to distribute the list.

• Missouri State University has an institutional membership for Council for Undergraduate Research (CUR) and Association for the Advancement of Sustainability in Higher Education (AASHE). Tammy distributed (electronically and hard copy) information about the organizations and instructions for faculty membership.

• Kathy Coy distributed a two page handout with instructions on how to request re-purposing of space and/or modification of space. The forms used are Project Request Form and Facilities Request Form. Kathy is now in charge of academic space.

• Calendar Reminders:
  o The administrative council retreat is scheduled for August 15-16.
  o New Faculty Orientation is August 17.
  o The Showcase on Teaching is August 18.
  o The next AAA meeting is August 23.