Meeting Notes – Academic Leadership Council – September 8, 2010

Notes by Neosha Mackey

Members Present:

<table>
<thead>
<tr>
<th>Belinda McCarthy</th>
<th>Dennis Kear</th>
<th>Guests:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carey Adams</td>
<td>Neosha Mackey</td>
<td>Steve Willis</td>
</tr>
<tr>
<td>John Catau</td>
<td>Victor Matthews</td>
<td>Jamaine Abidogun</td>
</tr>
<tr>
<td>Kathy Coy</td>
<td>Greg Rainwater</td>
<td>LaRita Denise Fredrick</td>
</tr>
<tr>
<td>Rachelle Darabi</td>
<td>Helen Reid</td>
<td>Chantal Levesque</td>
</tr>
<tr>
<td>Frank Einhellig</td>
<td>Don Simpson</td>
<td>Penni Groves</td>
</tr>
<tr>
<td>Terrel Gallaway</td>
<td>Art Spisak</td>
<td>Sarah Francka</td>
</tr>
<tr>
<td>Phil Harsha</td>
<td>Kelly Wood</td>
<td></td>
</tr>
<tr>
<td>Tammy Jahnke</td>
<td>Rebecca Woodard</td>
<td></td>
</tr>
</tbody>
</table>

**Professional Education Committee:** Steve Willis reported for the Committee. He introduced Denise Fredrick (LaRita Denise Fredrick in the Outlook address book) the new Head of Secondary Education. Jamaine Abidogun discussed the NCATE/DESE Accreditation Activities, Events and Timelines. There will soon be distributed guidelines/criteria for each of the Program Reports so that there will be uniformity across the reports. There have already been 6 – 8 program assessments submitted to Aniece McLean. The STEPS program is local to MSU and is a Student Teacher Assessment. The BS Ed. Uses both the E-Portfolio and the STEPS program to a combination of authentic assessment and quantitative assessment. Education faculty are working very hard on all of this.

**Penni Groves (Legal Counsel) discussed the Background Check** and issues that arise from that. There is concern about non-felony situations such as DWI and other traffic related citations especially when a faculty member may have responsibility for transporting students in vehicles. If an authorized person uses a vehicle from the motor pool they must provide a valid driver’s license and proof of insurance. Art and Penni will do some more work on this with Human Resources.

Neosha Mackey introduced Sarah Francka, a graduate student in the University of Missouri Information Science and Learning Technologies library science program. Sarah is the 5th and last Fellow in an Institute of Museum & Library Services funded program. She will be working 10 hours a week this year and 20 hours a week next year in the Libraries. The goal of the program is to graduate future leaders for academic libraries.

**Chantal Levesque-Bristol discussed Assessment.** She had a variety of handouts which can all be found at Faculty Center for Teaching and Learning (FCTL). All departments/programs will submit an assessment plan by January 1, 2011. This is the first item on the “Assessment Process and Cycle” draft on the FCTL Web site. Under Role and Responsibility of the FCTL, the
Level 1, 2, and 3 will be renamed Stage 1, 2, and 3 which more clearly defines what these are. It is expected each department will have a Department Assessment Committee (DAC). Much of the information presented on assessment and learning outcomes is adapted from the Stanford University learning assessment and evaluation website.

There was discussion of the Public Affairs learning outcomes and the Public Affairs Intensive Experiences (PAIE) and that the PA learning outcomes would be a separate list from the discipline-specific outcomes. However the PAIE are to be within the required courses for a major. (R Woodard has sent additional information to the deans and the College Councils.

FCTL will score the reports (January 1, 2011 reports) on how far along each department is in the assessment cycle. (another handout on the Web site). The Assessment Plans are due on January 1, 2011. Courses with PAIE should be in the curriculum by Fall 2011.

Administrative Council (AC) Report (Helen Reid and Belinda McCarthy) AC was on Tuesday Sept. 7 because of the Labor Day holiday. The various statements that President took to the BOG retreat were discussed and modified a little. For instance in the position statement reference to the University is changed to the System. In the budget process the committee membership can be adjusted. A draft of the State Auditor’s report on MSU is forthcoming. Paul Kincaid is the spokesperson for the University on the audit report. An Employee Suggestion program is being developed and will be implemented. Dr. Cofer wants the various curricular grants to be renewed or continued. He is looking for money—one-time, recurring, different ways to utilize funds. Some new initiatives don’t require new money.

We should find out from CBHE about the Low Completer program reports and about any possible tuition increase waivers for institutions. We still do not know any information about the possible budget cuts for 2012. Need to look at how to strengthen the university by strategically using funds. Dr. Cofer wants us to be positive about facing this challenge by looking at the funds and analyzing how we use them. Next Tuesday, Sept. 14, at 4 pm, Dr. McCarthy will speak on undergraduate education and some from the Bok book “Our Underachieving Colleges” at Kishor Shah’s Forum. Strong Hall Room 3.

Academic Affairs Goals 2010-2011 Draft—discussion by Dr. McCarthy. All of the academic affair goals are directly related to those that President Cofer presented to the BOG. The draft is at the end of these notes. Three things were noted under Promote Communication, Understanding and Collaboration with faculty. First a monthly session with the Provost called What’s on your mind? will be held from 3 – 5 pm on 9/15 (PSU 400), 10/20 (PSU Ballroom East) and 11/17 (PSU Ballroom East.) Notes from ALC meetings will be posted on the Provost’s Web site and linked to from the Communiqué. Art Spisak will write a column called The Bear Facts which will address issues that come up on campus. By 9/15/2010 the three-year course rotations for programs are due to the Provost. Diversity is a goal for which all units can work at “growing their own” by identifying graduate students for either master’s programs here or for going on to PhD programs with some commitment to return here. There was more extensive discussion about space issues which also involves scheduling. Kathy Coy’s office will be sending
out a list of all areas to deans so that deans can be involved with the space audit. Kathy’s staff will conduct physical audit of research space initially. This may/will include teaching labs also. One problem with availability of classrooms, especially larger ones is that 1/3 of classes are taught in non-traditional times, i.e. if the traditional time slot is 8:35-9:25 M-W-F and the teacher says he/she will only teach 9:00 am – 9:50 am M-W-F it blocks out a classroom for two different class periods. There are ways to use non-conventional scheduling to better advantage. For example two blended courses taught the same night could alternate f2f and online meetings to use only one classroom.

Public Affairs Intensive Experience forms (PAIE) John Catou—these will be discussed at the CGEIP meeting on Wednesday afternoon. (This was done and Rebecca Woodard has distributed PAIE Instructions, guidelines and Curricular forms to Deans and College Council Chairs.)

Communiqué Content—Art Spisak—He will be addressing issues that are brought to him such as the topic of initiative fatigue.

Strategy for High DFW Rates on I-courses—Art Spisak—Many on-campus students are taking and not doing well. Some are freshmen who enroll late and can’t get into a seated class. There is though interest in creating more internet 2nd block classes.

Guidelines for ads in the Chronicle and other advertising—Art Spisak. The following information was provided by Art.

For immigration purposes
Should there be any possibility that a college or a department will select a foreign national for a faculty position, the hiring unit should place a national print ad in a professional publication. The Chronicle is typically the source used and is accepted by USCIS. US law allows employers to petition for permanent residency for foreign national employees through several different processes, the most common of which is called “labor certification”. For faculty members with classroom teaching duties, the regulations allow filing a labor certification under “special procedures”, described in more detail below. “Special procedures” require the employer to demonstrate to the Department of Labor that it has selected the candidate through a competitive recruitment process through which the foreign national was determined to be the best qualified available applicant for the position. The employer must also show that a print advertisement for the position was published in a national professional journal to recruit workers for the position.

The ad needs to include the specific job title, the duties of the position (i.e., teaching, research, and service), the employer name and physical location of the position (Missouri State University in Springfield, Missouri) and specific information on how to apply for the position. It is absolutely essential that the ad contains a specific reference to teaching responsibilities.

Equal Opportunity and Affirmative Action
The traditional summary statement found in position announcements – Missouri State University is an Affirmative Action/Equal Opportunity Institution – is required both by federal regulation and BOG policy (see EO Publication Policy at http://www.missouristate.edu/policy/EOpublication.htm).
**Criminal Background Check**

*Op7.05 Criminal Background Check Procedures* requires that all vacancy announcements (including ads) will contain the following statement:

*Employment will require a criminal background check at University Expense.*  (see Criminal Background Check Policy online at [http://www.missouristate.edu/human/73809.htm](http://www.missouristate.edu/human/73809.htm))

The Office for Institutional Equity and Compliance conducts several search training sessions each month – the semester schedule is available online at [https://www.secure.missouristate.edu/idp/courses/IDP5100.asp?Code=SD905&who=oed](https://www.secure.missouristate.edu/idp/courses/IDP5100.asp?Code=SD905&who=oed). We will also be holding a session on Hiring Foreign National Employees on 10/26 from 10:00 – 11:00 in the PSU Parliamentary Room. Finally, we are happy to provide consultations to colleges, departments and individual search committees.

**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
- 15  What’s on your mind? PSU 400
- 28  State-of-the-University address, Noon, PSU Theatre

**October 2010**
- 8  [Diversity & Economic Development Summit](#) postponed until spring.
- 20  What’s on your mind? PSU Ballroom East
- 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
1. Begin process of Aligning Faculty Roles and Rewards with University Mission (LRP)
   a. Focus first on teaching, defining all the activities which should be included in the instructor’s role
   b. Develop and offer appropriate faculty development
      i. Identify best practices
      ii. Extend the utilization of best practices
   c. Develop and promote the utilization of formative and summative evaluations

2. Promote Communication, Understanding and Collaboration with faculty
   a. Communication
      i. Provost at Faculty Senate
      ii. What’s on your mind? Wednesday forums – 9/15, 10/20, 11/17 (location/time)
      iii. ALC minutes
      iv. Improving the Communiqué
         1. Link to ALC minutes
         2. The Bear Facts
         3. Faculty Development

3. Increase Student Access and Success
   a. Alternative Modalities
      i. Reorganization of Alternative Modality/Scheduling offerings
         1. Job Description
         2. Reorganization Discussions
         3. Consultant
         4. Search initiated
      ii. College Efforts
         1. 9/15 – All modality course rotation
   b. Transfer Students
      i. College Efforts
         1. 10/15 2+2 degree plans for OTC
         2. 11/1 2+2 degree plans for West Plains
      ii. Fall 2010 – Transfer Student Survey on impediments faces
      iii. Implement On line Transfer Credit review
      iv. Transfer advisor workshops – integrating into master Advisor Program
      v. On line Transfer Orientation
      vi. Adult Student Orientation
      vii. Transfer Retention Research and Support
   c. Advisor Availability
      i. College Efforts
   d. Success Initiatives
      i. Continuously Assess and Evaluate all current efforts
ii. DFW Task Force to identify strategy for each area

iii. Initiate Course transformation

e. Graduate

i. Continue to internet course development to complete programs on track for being fully online

ii. Assist Institutional Research in providing data, by programs, on degree completion and time to degree; work for improvement in low degree completion programs.

4. Support Budget Related Processes

a. Low Completer Review

b. Support Collegiate Budget Process

5. Core Curriculum Review

a. Elements – Content, Competencies and Pedagogy

i. Content

1.

ii. Competencies (Preliminary ideas)

1. Critical Thinking, communication and quantitative skills

2. Community Engagement, Ethical Leadership, Cultural Competence

3. Assessment

iii. Pedagogy to Support Student Success

1. Engaged Learning

b. Promoting Discussion

i. Provost Seminar on Derek Bok book

ii. Open Forums

iii. Provost Fellows – Essential core and Public affairs

iv. AACU grant application

v. College Strategies on Bok et al.

6. Public Affairs in the Curriculum

a. PA Intensive Courses

b. Learning Outcomes

i. SOAR/Convocation

ii. GEP 101/UHC 110

iii. Core

iv. Degree Programs

v. Graduation

c. Community Action Projects

7. Graduate Studies

a. Provide additional training for graduate program directors

b. Enhance graduate services in admission and tracking processes through increased automation (admission e-files, GRE entry; admission notification)

c. Assist program in recruitment plans, brochure development, and off-campus recruitment activities
d. Program development in areas of skilled workforce need, such as DNP

8. Diversity
   a. Hiring
   b. Grow your own
      i. Our Master’s Students
      ii. Ph.D. Students

9. Promote a Culture of Assessment
   a. Appoint new leadership
   b. Promote assessment model to colleges
   c. Provide development opportunities for college personnel on assessment model/techniques (Assessment Council members and beyond)
   d. Provide assistance/guidance to colleges for completion of assessment cycle
   e. Provide yearly assessment forum/conference on campus

10. Inventory, prioritize and strategically support academic facilities
    a. Update current data base through self-reports and verification
    b. Maximize utilization of current space
    c. Prioritize renovation requests