Meeting Notes – Academic Leadership Council – December 14, 2011
Notes by Neosha Mackey

Members Present:

<table>
<thead>
<tr>
<th>Member</th>
<th>Guest</th>
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<tr>
<td>Frank Einhellig</td>
<td>Pawan Kahol</td>
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<tr>
<td>Carey Adams</td>
<td>Dennis Kear</td>
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<td>Stephanie Bryant</td>
<td>Neosha Mackey</td>
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<td>John Catau</td>
<td>Victor Matthews</td>
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<td>Kathy Coy</td>
<td>Joye Norris</td>
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<td>Rachelle Darabi</td>
<td>Kent Ragan</td>
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<td>Terrel Gallaway</td>
<td>Greg Rainwater</td>
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<td>Chris Herr</td>
<td>Helen Reid--out</td>
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<td>Tammy Jahnke</td>
<td>Don Simpson</td>
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Announcements (Einhellig)

1) **Commencement** – Encourage faculty participation: Please encourage. Good to show parents and students we support the efforts.
2) **BOG time changes** – see Tammy’s email: new times. Committee meetings in the morning.
3) **Faculty Senate items**
   a. Chair (handout)—Resolution on chair vs. Head for department.
   b. Post-Administrative Appointments—what happens when you leave administration? Committee report calling for salary approach based on three principles: 9 month salary for similar rank and disc. 2/9 adjustment. Administrative premium. Three elements to look at. Penni looking at to put into a policy draft to be reviewed.

Discussion Items

1) **Administrative Council Highlights (Einhellig & Jahnke)**
   a. Email Archiving (handout)-Begins January 1, 2012. All e-mail of major administrators will be archived.
   b. ADP…Diversity Goals—K. Coopwood has developed a list of items more specific for diversity. May be more things to include in the ADP. (handout) look at and give Frank some feedback.
2) **BOG Orientation…Expectations: Good one-pagers.** 1 ½ hours with them. All deans, associate provosts, Chris and Terrel. New BOG (follow link for photos, names, districts and dates) may want to ask a few questions. Senate will talk with them separately. Associate provosts last. Pick out highlights for them.
3) **Incentive Proposals – general form (Old Form 5)** need to follow same format. After Christmas. Sooner in January better. Rank your priorities. Fully embraced initiatives that will benefit the whole college. If college can’t champion it, not good. The more we can build around enrollment impacts, the better. Helen’s college already agreed to certain initiatives. Summer School plan is agreed to.
   a. Title
   b. **Purpose and Criteria for Inclusion in Request (Goal, Objective)**
   c. **Description (and Justification Data)**
   d. **Cost Explanation (includes any match and future agreements) subheadings, up front and future needs.**
   e. **Evaluation of Outcomes**

4) **Evening Course Schedule (Norris) (handouts)** Joye discussed. Give Joye more info but final schedule will go into effect for Spring 2013. Kent – have all start

5) **Review of T & P Guidelines (Einhellig):** Will be started this year. 3-year cycle beginning again. Review one/third of the departments each year. Faculty Handbook is guiding principle.

6) **DESE:** Dennis has turned in information that was requested. Committee to help with rejoinder for NCATE. Sue George will Chair.

7) **Around the Room**
   How many undergraduate programs: interesting study. Do you count an option if yes, 187; if majors as majors 88. Majors must be approved by CBHE. Options are reported to CBHE but do not require approval. Include Ed.D. in the count of Graduate majors.

Final grades due 10 am Monday.

Scholastic actions due on Wednesday. Will be ready to pick up on Tuesday morning.