

## **ACADEMIC COUNCIL**

**August 20, 2008**

**Library Room 302**

**9:00 AM - Noon**

**Those present:** Dr. Frank Novotny, Dr. Ed Crowther, Dr. Mark Joyce, Dr. Christine Keitges, Dr. Kim Kelso, Dr. Carol Guerrero-Murphy, Dr. Kurt Keiser, Dr. Michael Martin, Dr. Matt Nehring, Dr. Aida Sahud, Professor Eugene Schilling, Dr. Susan Varhely, and Dr. Brent Ybarrondo

**Absent:** Dr. Anthony Laker

**Guest:** Ms. Danielle Smith, CAPP Administrator and Records Evaluator

### **Action Items:**

Approval of April 28, 2008 Minutes

Minutes were approved as written.

### **Introductions:**

Dr. Novotny introduced the new members of Academic Council, Dr. Chris Keitges who will serve as Chair of Music while Dr. Bill Lipke is on sabbatical leave, Professor Gene Schilling who will serve as Chair of Art while Professor Margaret Doell is on sabbatical leave, and Dr. Mark Joyce who is the Chair of Teacher Education.

### **Discussion Items:**

CAPP – Danielle Smith

Ms. Danielle Smith, Curricular Advising Program & Planning (CAPP) Administrator and Records Evaluator presented an overview of CAPP and informed those present that she would be contacting the chairs with questions while working on setting up CAPP. She also announced that Ms. Aftin Gillespie will be processing grad applications and Ms. Jackie Rowbury will be processing transfer credit.

Academic Term Start Dates

The chairs discussed the three draft proposals e-mailed to them prior to the meeting and Dr. Carol Guerrero-Murphy proposed the late start date and Dr. Ed Crowther seconded this and all were in agreement with the following change: replace 2 (one TR and one MWF) days allowed for a Fall Recess on October 15 & 16 to 1 (one MWF) day allowed for a Fall Recess on October 16. 1(one TR) day allowed for “Day of Reflection” on October 29. Dr. Novotny asked that the chairs remind faculty to get grades in for fall term. There was concern expressed regarding the “Day of Reflection” content.

### HLC – overview of upcoming visit

Dr. Novotny shared that the upcoming HLC visit will be in October, 2009. HLC will look at strategic planning, assessment, shared governance, and administration structure with assessment and shared governance being the highest priority. Dr. Novotny asked where are we in our plans?

#### *Program Assessment Plan Contents with Dr. Novotny's comments*

- a. Departmental Academic Goals (Aligned with Institutional Goals) – o.k.
- b. Intended Student Learning Outcomes for each Departmental Academic Goal – o.k.
- c. Measures to assess each program goal & its intended student learning outcomes – some measures weak
- d. Criteria for success/benchmarks for each assessment measure – do not have across campus
- e. Identification of timelines used to assess specific goals and outcomes (all goals should be assessed during the 5 year cycle used in program reviews) – do not have 50% and timeline out of whack
- f. Summary of results for each assessment measure – 50% in, assess in at least two different ways
- g. Description of curricular changes implemented to improve students learning as a result of the previous year's assessment results – very little documentation
- h. Description of assessment results resulting from curricular changes implemented in previous years, and whether students' performance changed, improved or decreased – very little documentation

Dr. Novotny has spoken with GECC and CRC regarding assessment and program changes need to be driven by assessment which would fall under rational on the CRC forms. Department meetings need to include discussions on assessment and documented in the minutes. Dr. Novotny asked that department minutes which document discussion on assessment be sent to him. Gen Ed should be treated as a program with five year reviews and changes should be based on assessment and this is one of Gen Ed's goals. Dr. Novotny would like to set up an Assessment Grizzly Team.

### Assessment- what is required - timeline

Dr. Novotny would like to form a smaller group – Assessment Grizzly Team – to work on this.

Dr. Guerrero-Murphy suggested that the topic for Day of Reflection could be Day of Assessment. The Grizzly Team could develop curriculum for the day.

The Evaluation Rubric for Student Learning Outcome Department Assessment Report from Chapman University College was provided by Dr. Novotny to those present as an example.

Academic Assessment Plans for the previous academic year are due September 15, 2008. This will include the results for the previous year and the plan for the upcoming year. Dana Provence, Chair of GECC, will be contacting chairs this fall regarding Gen Ed assessment. Dr. Novotny will speak with President Svaldi regarding the Day of Reflection and believes that it would be a great opportunity for the campus as a whole to look at assessment.

### Work Study Budget

The work-study budgets are the same amount as last year but lower FTE because of the increase in minimum wage.

At this time Dr. Ybarrondo shared a memo he received titled "Work Study Reminders" and stated that he did not know the author of the memo because it was not signed. The paragraph in question read as

follows: “Affirmation of Legal Work Status (I-9 Affirmation) – supervisor must initial all 4 boxes. Even though the department/supervisor may not keep file copies of the student’s documents, the school keeps them, so the supervisor needs to initial that box also.” It was agreed by the chairs that it was an outright falsification to certify that student files will be retained by chairs when in fact they are retained elsewhere (Financial Aid). Further, it was agreed that chairs should not so certify by initialing this box. Dr. Novotny indicated his agreement with this conclusion.

#### Enrollment Budget

Dr. Novotny stated that at this point in time enrollment is down 4.3% and revenue down 5 – 6%. This year’s budget was based on a 2% increase in enrollment. Out of state student numbers are good, REAP is up 50 some students, the Head Start Cohort has 14 students, traditional programs down and on campus students are down by 100. Bill Mansheim has \$200,000.00 which could cover about 3% if needed. The Foundation is separate from ASC and is run by a board as a 501C. The Foundation has restricted and unrestricted funds. Right now there is about \$800,000.00 in unrestricted funds and this time next year there will be about \$80,000 because new dollars are not coming into the unrestricted account. Need to find a fix for the \$220,000.00 scholarship dollars that will not be available.

#### Academic Master Plan

An Academic Master Plan Grizzly Team will be put together with Dr. Nehring as the chair. Team members will be Dr. Varhely, Dr. Crowther, Dr. Keiser, and Dr. Joyce.

#### Parking Policy

The Parking Policy Draft was provided to each chair prior to the meeting and Dr. Novotny asked the chairs to send their comments to him or Joel Shults, Director of Public Safety Police Department.

#### 5 Year Program Reviews

Dr. Novotny asked that chairs look over the 5 Year Program Review schedule and to send him any corrections. Dr. Robert Benson, chair of CRC, will be sending out information from CRC.

#### Faculty Handbook – Handbook and Committee

We are currently under the old handbook. BOT will be meeting the first Friday after school starts. Dr. Novotny will send something out to faculty regarding this. The calendar pages will be sent out to faculty of what is expected to be approved by the BOT. The Faculty Handbook Committee has 5 members; three from Faculty Senate and two from Academic Council. Members from Academic Council are Dr. Mark Joyce and Dr. Tony Laker.

#### 5 Year Comprehensive Review

Dr. Novotny asked the chairs, “How do we pick up where we left off?” He asked the chairs to provide information on their tenured faculty members and come up with a schedule for 5 Year Comprehensive Reviews. There was some discussion on the need for the 5 Year Comprehensive Reviews and if something should trigger a review. This would be a handbook issue.

### Faculty Development Funds

Faculty Development Funds are frozen at this time just in case there is a need to use these funds due to low enrollment. The funds should be released by mid September if there is not a need to use them elsewhere due to low enrollment.

### Gen Ed Plan

Dr. Novotny stated that we need to go back and assess and revisit Area II and Area IV of the Gen Ed Plan.

### AC Meeting Schedule

The following dates were approved for Academic Council Meetings: September 8, September 22, October 6, October 20, November 2, November 17, December 1, and December 15.

Will focus on assessment, Gen Ed, and shared governance.

### Faculty Shared Governance

Faculty Senate and Academic Council will need to clarify their roles and responsibilities.

At this point the meeting was open to chairs to share informational items from their respective areas.

The meeting adjourned at 12:11PM

Respectfully submitted by,

Dodie Day

Administrative Assistant