

ACADEMIC COUNCIL
DECEMBER 4, 2006
LIB 305
4:00-5:30

Those present: Dr. Frank Novotny, Dr. Ed Crowther, Professor Margaret Doell, Dr. Carol Guerrero-Murphy, Dr. Kim Kelso, Dr. Bill Lipke, Dr. Mike Martin, Dr. Matt Nehring, Dr. Mary Valerio, Dr. Susan Varhely, and Dr. Brent Ybarrondo.

Absent: Ms Jojola and Dr. Keiser.

Interim Provost Novotny opened the meeting by distributing handouts pertaining to *Graduate Rates/Student Success* and a *100 Days of Climate Action* student competition at the University of Colorado at Denver and Health Sciences Fair. He also announced that he would be gone on Tuesday and Thursday next week.

Action Items:

Approval of November 20 Minutes:

The minutes of the November 20 meeting WERE APPROVED WITH NO CORRECTIONS.

Discussion Items:

Department Chair Additional Summer Contract:

Interim Provost Novotny stated that the proposal for supplemental contracts has been approved by President Svaldi. The contract days are for Monday, Tuesday, and Wednesday of the week prior to the beginning of fall semester at \$200 per day for a total of \$600 for each Department Chair.

Chair/Program Coordinator Selection Process:

It was noted that various processes have been used in the past which need to be clearly outlined and a policy developed. Dr. Novotny asked the Council to contemplate which process should be in place and what about feedback from faculty? Suggestions that faculty need to be involved and a hiring authority needs to give clear direction were made. There were references to the need to formulate a clear job description for Department Chairs and that the language for the Faculty Handbook should reflect the process as well as the chair job description.

Late Withdrawals Issues:

The current policy is narrowly defined and should only allow for situations of medical emergency or death. Incompletes are only to be given by the instructor in consultation with the Department Chair and neither one of these should be granted due to poor academic performance. It was determined that these college policies must be communicated to the One Stop and the appropriate offices.

Handbook Task Force Update:

The first meeting of the task force will be held in January. All were advised to continue sending information and pressing issues to Interim Provost Novotny, Dr. Susan Varhely, or Dr. Stu Hilwig, Faculty Senate.

Grade Inflation Task Force:

Dr. Novotny has not heard back from Faculty Senate with regard to the progress on this item.

Achievement Nomination/Senate Website:

Faculty Senate will be making decisions based on nominations submitted for this achievement.

Commencement:

The date for Commencement is December 16, 2006. Some suggestions that were offered were to place water bottles underneath each chair within the faculty and administration section.

Information Items:

Professor Doell and Dr. Novotny commented that changes have been made to the IR search. The title was changed to Senior IR Analyst, which will allow the position to focus on being much more collaborative with the campus, rather than just running data reports. The position will train to become the Director of IR at some point in time.

Dr. Crowther announced that the tenured and tenure-track faculty have proposed a description for a department chair in HPPE.

Dr. Guerrero-Murphy announced that the search for Dr. Haynie's position is unfilled. Mr. Gerald Vigil agreed to be the radio station advisor. A search to replace Michelle Salazar as the fulltime instructor in Spanish is underway. Professor Aaron Abeyta's next book is due out in March and encouraged attendance at the Theatre's upcoming production.

Dr. Kelso suggested that plans for the implementation of software upgrades/updates/conversions in the future should allow for the notification of faculty, so that students are made aware in advance. Some students lost information that hadn't been backed up.

Dr. Lipke announced the Winterfest Concert on Sunday and applauded the first Messiah Concert in 25 years to be directed by ASC.

Dr. Martin inquired to the status of the Provost Search. *Dr. Ybarrondo* announced that there were presently 14 applications with 1 or 2 completed. The advertisement in the Chronicle will be renewed since the timeline for expiration is approaching. ASC will hire a firm to handle the due diligence part of the search. Application review will begin on December 15, with priority given to those which are completed by this date. The committee will meet 1 week from tomorrow to determine candidates for airport interviews. Then 3 will be selected and invited to campus.

Dr. Valerio stated that the meeting to announce Adams State's Teacher Education accreditation will be in Chicago on December 16!

Dr. Ybarrondo announced that grant-funded physiology equipment has finally arrived!

The campus Christmas party is scheduled for Wednesday.

With no further information items, the meeting adjourned at 4:50 p.m.

Respectfully submitted by,

Donna L. Griego
Program Assistant, Provost Office