

**Academic Council Meeting**  
**February 2, 2009**  
**Library Room 302**  
**4:00PM – 5:30PM**

**Those present:** Dr. Frank Novotny, Dr. Ed Crowther, Professor Margaret Doell, Dr. Carol Guerrero-Murphy, Dr. Mark Joyce, Dr. Anthony Laker, Dr. William Lipke, Dr. Michael Martin, Dr. Gina Mitchell, Dr. Matt Nehring, Dr. Aida Sahud, Dr. Susan Varhely, and Dr. Brent Ybarrondo

**Absent:** Dr. Robert Demski and Dr. Kurt Keiser

**Guest:** Dr. Robert Benson and Professor Dana Provence

**Announcements:** Dr. Novotny reminded those present that the Athletic Academic Awards would be given out Friday, February 6<sup>th</sup> at 6:00pm. Please encourage faculty to attend.

Dr. Nehring stated that the next search candidate for the Director of Developmental Education position would be on campus Monday, February 9<sup>th</sup>. A 45 minute block has been set aside for chairs to meet with the candidate in ES 222 starting at 10:15am. Dr. Nehring said he would appreciate their attendance and will send out an e-mail reminder. Dr. Novotny added that 42% of our students are in developmental classes and chairs will be working with the Director of Developmental Education.

A schedule for spring 09 tentative AC meeting dates was handed out and the future dates listed were March 9, March 30, April 13, and April 27. These dates are subject to change.

**Action Items:**

Approval of January 12 Minutes

Minutes were approved as written.

Approval of January 19 Minutes

Minutes were approved as written.

**Additional Agenda Items:**

- I. Summer Pay
- J. Peach Form

**Discussion Items:**

Program Review – addition of retention section – Dr. Benson

This discussion item actually addressed the addition of assessment section not retention section as listed above.

Dr. Benson from CRC was present to speak regarding the addition of an assessment section to the Five Year Program Reviews. Dr. Benson handed out an example titled “Appendix IV: Revised Assessment Learning Outcomes and Five Year Assessment Plan *courtesy of Mike Martin, sociology program review 2008*”. It was noted that Dr. Crowther’s Plan could also be used as an example. Copies of both plans can be provided to chairs upon request. Dr. Benson said the standard process is looking good. Send your comments, concerns and questions to Dr. Benson.

### Alternative Gen. Ed. Courses – Professor Provence

Professor Provence from GECC was present to discuss the procedures for alternative gen. ed. courses. Professor Provence circulated two documents one being the “Procedures for “Alternative” Gen. Ed. Course Offerings” and the second document was the “Application for Course Option Addition to the General Education Curriculum”. Under Guidelines for Application item 2 states that submissions need to be submitted 2 weeks prior to the start of each semester’s pre-registration but Professor Provence stated that it should be one month. Fall 09 applications should be submitted to GECC by February 13<sup>th</sup> according to Professor Provence. March 3<sup>rd</sup> will be the last meeting for GECC prior to the deadline. There was some concern expressed regarding the tracking of gen. ed. courses and how advisors will know if students have met their gen. ed. requirements. Professor Provence stated that Danielle Smith was confident that CAPP, with its many earmarks, will work. CAPP will be ready in August. The course numbers that will be used are 194 and 294. These numbers have never been used for a course. The prefix will be that of the department/area they fall under. There was also a concern shared that it would be unfair for an area with no tenure or tenure-track faculty to be excluded from teaching the alternative gen. ed. courses. Dr. Novotny said it would be difficult to balance course offerings. Professor Provence will send out an electronic copy of the documents he handed out today to all chairs. Please send him your comments and concerns.

### Darwin Celebration – Dr. Ybarrondo

Dr. Ybarrondo brought to the group’s attention that February 12<sup>th</sup> will be the 200<sup>th</sup> birthday for both Darwin and Lincoln and November will be the 150<sup>th</sup> year anniversary of Darwin’s “Origin of Species”. Dr. Ybarrondo suggested a Darwin Celebration that could be incorporated into the Autumn @ Adams 2009 event which will take place September 14-19. It could take an interdisciplinary approach with a series of events academically tied together. Dr. Svaldi has agreed to fund a speaker for the event. “Into The Jungle” by Sean Carroll was mentioned as a possible book that may be of interest. Send question, ideas, and comments to Dr. Ybarrondo regarding this event.

### Advising

At the present time all new admits for fall are assigned to Debbie Owen which causes a backlog because of the large number of students that she is advising. It has been suggested that new admits who declare a major be assigned to the department chair for advising. Dr. Novotny will work with Debbie Owen to put details together/proposal and bring back to this group within the next meeting or two.

### Budget

Dr. Novotny gave an update on the budget situation stating that the prison closures are already taking place and with the possibility of a stimulus package we may be in better shape than we thought for next year. The original reduction for next fiscal year was set at \$800,000 but is now at \$419,000 but this is believed to be a low estimate. The cost of operating the Graduate School Office will fall under the Extended Studies Program. 85% of Graduate students take classes through Extended Studies. Frozen positions could last 2 – 3 years. If you have questions please contact Dr. Novotny.

### Building Neighborhoods

Dr. Novotny stated that he had received chair feedback.

### Flip Phone

This was a Flip Camera not phone and Dr. Novotny passed the camera around the table and announced that it would be available for check out from the APAA office.

### Assessment

Dr. Novotny reminded everyone that HLC would be coming in October and to keep working on assessment. Record in department meeting minutes any discussions taking place regarding assessment. Assessment will be a discussion item for Faculty Senate.

### Summer Pay

This will be set as an agenda item for a later date to discuss how we pay for summer classes. The range is between \$1,200 and \$3,000-\$4,000 per class. Look into setting base pay.

### Peach Form

This form is used for on-campus students taking courses through Extended Studies. At the present time it needs the student advisor signature, the department chair signature, and the APAA signature. The APAA office has been tracking these courses. Extended Studies has agreed to track the courses which would eliminate the need for the APAA approval. The advisor and chair signatures would still be required. It seemed that everyone was in agreement to try this process.

Dr. Martin asked that CRaP be a future agenda item.

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

**Next Meeting:** March 9, 2009

The meeting adjourned at 5:37PM

Respectfully submitted by,

Dodie Day

Administrative Assistant