

ACADEMIC COUNCIL
January 28, 2008
Library Room 104
4:00-5:30

Those present: Dr. Frank Novotny, Dr. Ed Crowther, Professor Margaret Doell, Dr. Kim Kelso, Dr. Anthony Laker, Dr. Michael Martin, Dr. Matt Nehring, Dr. Aida Sahud, Dr. Mary Valerio, Dr. Susan Varhely, and Dr. Brent Ybarrondo

Absent: Dr. Carol Guerrero-Murphy, Dr. Kurt Keiser, and Dr. Bill Lipke

Guests: Dr. David Mazel (sitting in for Dr. Carol Guerrero-Murphy), Provost Mumper, and Ms. Donna Griego

Action Items:

Approval of January 14, 2008 Minutes

The minutes of the January 14 meeting were approved as written.

Discussion Items:

Attendance Verification Policy

All chairs received an electronic copy of the policy prior to the meeting. Dr. Novotny asked Dr. Mumper to address this policy. Dr. Mumper asked the chairs to instruct their faculty to check their roll sheets and to send a report to Mr. Phil Schroeder on the census date to drop classes for those students who have never ever attended class but are on the roll sheet. For students who have been attending class, instruct them to register for the class. Dr. Nehring noted that the "Interim" should be deleted from Dr. Svaldi's title on all of the policies.

Data Entry Decentralization topic – Provost Mumper and Ms. Griego

Dr. Mumper began this discussion by commenting that there had been several errors in class scheduling and that the process will be much better with the decentralization. Ms. Griego has gone through the process with each department. The only exception will be the science building. Due to the fact that the administrative assistant in that area will be retiring the Provost's office will continue to do the class scheduling until a new administrative assistant is hired. Ms. Griego handed out a "Banner Class Schedule Production Timeline by Month" printout to all present. The decentralization will go into effect for the spring 09 semester class schedule. Dr. Mumper encouraged chairs to let the Provost's office know if problems should arise.

There has also been a change to room assignments in the ES building. Ms. Griego handed out three sets of the room assignments with the same information in various formats. Departments have been given priority for certain rooms during phase 1 through phase 4 of the room scheduling process. Departments can work with each other to trade rooms. "T" on the handouts equal tech rooms.

At this time Dr. Mumper gave a "Capital Fee Proposal" update. Will meet with AS&F one week from today, students on Thursday, and cabinet on Monday; chairs are welcome to view presentation. Only on-campus graduate and undergraduate students will be able to vote. Vote will take place the week after spring break.

Building Fire Evacuation Drill

Dr. Novotny handed out a memorandum from the Incident Management Team regarding the Fire Evacuation Planning and Drills which asked the chairs to determine a date and time that would best accommodate their department for a drill. The chairs do not feel they have received directives and Dr. Novotny suggested they contact Mr. Ken Marquez.

Academic Council – description of function

Dr. Novotny asked what would be the best way to move forward on developing an “Academic Council Description of Function” which needs to be completed prior to the next HLC visit in two years. It was decided that chairs would send to Dr. Novotny a paragraph on what this body should be doing and it would go to a sub-committee of five (5). If there are no volunteers for the sub-committee your names will be put in a hat and five will be drawn from the hat.

Summer Budget

Dr. Novotny stated that the budget is not a pretty picture. He asked chairs to streamline summer budget. Look at class offerings and take a look at when they are being offered. The “Summer Bridge Program” will take \$30,000 and it works. The Graduate program is doing well.

Terminal Degrees & Tenure

Dr. Novotny raised the question concerning Terminal Degrees & Tenure specifically in Nursing. The chairs were not in support of a global but specifically address Nursing. Chairs are willing to look at what constitutes a degree, what is necessary for the area and institution.

Questions from Areas:

Future Agenda Items

Dr. Crowther asked if the Martin Luther King holiday and Chair Evaluation of Faculty could be future agenda items.

Exempt Staff Evaluation Process

Dr. Ybarrondo asked about the Exempt Staff Evaluation Process and if some input would be useful from the chairs.

Four Week Winter Break

Dr. Kelso asked about the four week winter break and why the Academic Calendar does not reflect a four week break for the 2008-2009 Academic Year.

Changes in Administration

Dr. Novotny announced that Dr. McCartney will be going back to teaching, Dr. Starnaman will be leaving, and Mr. Gary Jones will go into transitional retirement.

The meeting adjourned at 5:34PM

Respectfully submitted by,

Dodie Day

Administrative Assistant