

ACADEMIC COUNCIL

October 1, 2007

Library Room 140

4:00-5:30

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

Announcements:

Travel Schedule

Dr. Novotny will be gone October 8th and 9th, starting the evening of October 10th – 17th, and October 31st – November 2nd.

+/- Grades

Working through process and Faculty Senate will be asking for Department input. Feedback is necessary to move forward. Dr. Kelso asked if this could be a future agenda item.

Student Evaluations

Dodie will send out an e-mail about how the evaluation process works.

Gen Ed Assessment

Student Learning Outcomes in your areas for each course offering.

Non-Registered Students

Ask instructors to check their roll sheets and if they have a student attending class and not registered please make sure student registers for class.

Anti-Discrimination Policy and the Faculty Ethics Statement and Standards of Professional Conduct

The Faculty Handbook will be going to the Board of Trustees this Thursday/Friday and please point out the “Anti-Discrimination Policy and the Faculty Ethics Statement and Standards of Professional Conduct” to your faculty and be aware as soon as it is approved it will be in force.

A Guide for Faculty on Responding to Students in Distress

Dr. Novotny stated that there were only 5 faculty members present at the seminar “A Guide for Faculty on Responding to Students in Distress” presented on Friday, September 28th. A copy of the guide was given to each chair and they were encouraged to read the guide by Dr. Novotny.

Collegiate Learning Assessment (CLA)

Dr. Novotny passed out a copy of an overview of the CLA and asked the chairs to take a look at it. The web address would be sent out later because it had been cut off during the copy process.

Action Items:

Approval of September 17, 2007 Minutes

The minutes of the August 27 meeting were approved with the following requested changes:

The third bullet in “Associate Provost Novotny opened the meeting with the following announcements” section should read “Program Discontinuance Policy is going forward per DHE” and the fifth bullet should read “Dr. Novotny handed out a proposal for campus project, “Lighting the Way” per the request of a staff member.”

Other correction requests received by e-mail were to add Dr. in front of Brent King’s name and the third bullet in “Recruiting RFP” section should read “Not too far away”

Discussion Items:CELT Proposal (Matt, Carol, Kim)

Dr. Novotny stated that this is an informational item. A copy of the “Center for Excellence in Learning and Teaching Proposal” was given to each chair. The proposal will be presented to the Faculty Senate on October 11th. Dr. Novotny added that there is \$25,000 available for the first year. Dr. Novotny thanked Dr. Nehring, Dr. Guerrero-Murphy, and Dr. Kelso for their effort in putting this proposal together.

GECC Proposal

The “Procedures for Additions and Deletions of Course Options in the General Education Curriculum” were approved with revisions. Under “Deletions of Course Options” item number one should be deleted and that Chief Academic Officer in item number two should be replaced with Associate Provost for Academic Affairs. Associate Provost for Academic Affairs should also replace Chief Academic Office under “Additions of Course Options” item number four. The next step will be to go back to GECC with the Academic Council recommendations.

King Bill – Credit by examination

Dr. Novotny is asking the chairs to give him feedback on appropriate test(s) in their area and what test(s) are not appropriate. Per King Bill test out must happen and he needs the requested feedback from chairs to assist him at the state level Academic Council.

Academic Capacity

This item will be added to the agenda for the next meeting.

Five Year Comprehensive Review

Dr. Novotny is working on getting back on rotation.

Faculty Retention/Tenure Process (RTP)

Dr. Novotny reminded the Department Chairs of the November 1st deadline and asked them to talk to new faculty about promotion.

Informational Items from areas:

Per Dr. Novotny there will be no October 15 meeting. The next meeting will be on October 22. Topics for discussion – Calendar Process, Catalog, and Schedule.

The meeting adjourned at 5:25PM

Respectfully submitted by,

Dodie Day

Administrative Assistant