

**Academic Council Meeting**  
**December 1, 2008**  
**Library Room 302**  
**4:00 PM – 5:30PM**

**Those present:** Dr. Frank Novotny, Dr. Benita Brink, Dr. Ed Crowther, Dr. Carol Guerrero-Murphy, Dr. Mark Joyce, Dr. Kurt Keiser, Dr. Christine Keitges, Dr. Kim Kelso, Dr. Anthony Laker, Dr. Matt Nehring, Professor Eugene Schilling, and Dr. Susan Varhely

**Absent:** Dr. Michael Martin and Dr. Aida Sahud

**Announcements:** Dr. Novotny announced that departments could continue spending as they have been spending their work-study allocations. The ASC budget is in the red, spring enrollment is up 8.3% compared to this time last year, looks promising but will not know for sure until the term begins. The budget meeting will be held one week from today. There is no money but a priority will be to try and match the mandated classified cost of living increase for all non-classified employees at ASC. The first draft of the chair evaluations has been completed. The same format that was used last year is being used this year. Dr. Novotny stated that chairs could contact Dodie to set up an appointment with him to review their evaluation.

**Action Items:**

Approval of November 17, 2008 Minutes  
Minutes were approved with corrections.

**Discussion Items:**

General Education – new topic

Dr. Novotny asked chairs for their input regarding offering specific courses geared toward general education requirements. These courses would cover current topics and multiple courses could be offered representing various general education areas. The courses would not be guaranteed transfer credit courses. Dr. Novotny has spoken with the chairs of GECC, CRC, Faculty Senate, and a representative at the state level. Responses from these areas were positive. There are still some practicalities to deal with but Dr. Novotny proposed to move forward with a pilot program Spring 09 by offering two or three courses. Dr. Novotny offered to pay overloads for the spring 09 courses if necessary due to the fact that schedules have already been put in place and registration has already begun. The consensus was in support of this proposal. The next step will be to set up a committee in January.

Dr. Kelso, who serves on the Summer School committee, stated that a survey had been sent out to students with approximately 200 responses. The data received did not support changing or not changing the summer schedule. The Summer 09 schedule will remain the same and it has been requested that there be a printed workshop schedule along with a link on Portal.

Faculty Handbook

Approved language for current Handbook (from 10/10/08)

Dr. Joyce announced that the “Post-tenure Review” policy sent out by Dr. Crowther this morning had been approved by the Faculty Handbook Committee with some minor changes. Dr. Joyce also

asked that the chairs send their suggestions and comments concerning the proposed “Leave Without Pay” policy to the Handbook Committee.

#### Committee Participation form

This form would be used as a means to evaluate committee member participation. Serving on a committee is part of the annual evaluation process and at the present time there is not a formal process in place to evaluate a committee member’s performance. Dr. Joyce will send a policy covering this to Dr. Novotny who in turn will send it out to this body.

#### Supporting evidence required in teaching

Dr. Nehring stated that he would like to see a change in the handbook wording which describes the supporting evidence required in teaching that would state more clearly the evidence required in teaching should be specific to the preceding year. Dr. Novotny asked Dr. Nehring to put a draft together and send it out by email to the AC members for discussion.

#### Exemplary status recognition timeline

Dr. Brink stated that the timeline had been addressed for this year by giving PRC an extra month. PRC recommendations will go to Dr. Novotny on March 1<sup>st</sup> rather than February 1<sup>st</sup>.

#### Shared Governance

Dr. Novotny sent a draft copy of the Faculty Senate’s “Article Two: Purposes” to AC members through email prior to the last AC meeting in November. A few recommendations regarding language were made, but overall the reaction by AC to the document was favorable. Faculty Senate would like Academic Council feedback. Please send additional comments, concerns, and suggestions to Dr. Brink. It was also stated that a survey will be going out to faculty, AS&F, and BOT focused on shared governance.

#### GE Assessment Update

Due to a lack of time AC will hold off on this item.

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

The meeting adjourned at 5:31PM

Respectfully submitted by,

Dodie Day

Administrative Assistant