*Minutes*

October 13, 2015 at 10:00 a.m. in I-225

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Christy Gilfert | X |  |
| Dr. Martin McClinton | X |  |
| Dr. Larry Miller | X |  |
| Dr. John Meyer | X |  |
| Dr. Mary Myers |  | X |
| Gail Murphy | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from September 29, 2015**
	1. Minor edit by Dr. Collins
2. **Writing the Case Workshop next steps (notes attached)**
	1. Notes were collected from the Deans at the workshop
	2. Where do we go from here with this information?
	3. The goal is a case statement
	4. How do we get buy-in and a product we can sell?
	5. How much more input do the Deans need for people in their area to buy-in?
		1. Dr. Wright does not see it going to departments for input until more a finished product
			1. It will become too broad
			2. This is for the big stuff and not the small stuff
	6. The Deans were tasked with putting together a portfolio for projects at different cost levels
	7. When going for an annual gift, we need 33% more than the initial cost to cover the annual costs
	8. Many donors want to see their money spent right away
	9. Do the Deans start putting something together with more narrative than numbers?
		1. Who develops the statement and then when it is shared with faculty?
		2. Dr. Alford has already begun working on an outline and shared it with the chairs
		3. Dr. Alford will put together the draft and send it for review by the chairs
	10. The next step for Dr. Traina is the delivery of the document
		1. There is no timeline, but the earlier it is done the earlier it has utility
		2. Is there a template? No, we will do our own thing
		3. Dr. Traina wants to see the final drafts
	11. Dr. Alford is using the chairs to gather information for this document
	12. Dr. Meyer – some faculty have already been involved with putting together this information
	13. What is the outcome to be given to the major gifts officer?
		1. An introductory statement to the school followed by what is needed
		2. Something similar to an order form at the end that is very specific
	14. Dr. McClinton - is considering endowed chairs
		1. We really need a full-time person to cover the loss of faculty when there are chairs
	15. The Deans were giving the Boise State case. Will this be a strategy that the college uses?
		1. Dr. Wright thinks we are not yet ready for this type of strategy
	16. Expected completion for a draft is November 1 to share with Dr. Wright
		1. Put something together that the Deans feel comfortable with that includes the bigger items
	17. Will these plans be shared college-wide?
		1. Dr. Wright does not know. However, he thinks the foundation would say no
	18. Can Dr. Wright share one of the proposals he has completed? Yes, Dr. Wright will share a proposal he completed in the past
3. **Program Review update**
	1. Dr. Wright knows that we have made some progress
		1. Dr. DeLuca and Dr. van Gaalen have met with some of the Schools to work on completing program reviews
	2. Dr. Wright feels that we are close to having a thorough review from program down to student learning outcomes
	3. Dr. Wright thinks we have a remarkable system and is proud of what we are doing
4. **Curriculum Material for next CC meeting**
	1. Dr. Collins asked about progress toward changes in A & P and Microbiology
		1. Dr. McClinton mentioned that they are working on it
		2. The program coordinators in health professions need these courses updated before they can update their programs
	2. Will changes be made to other courses with the addition of MAT 0058? Example, prerequisites
		1. The curriculum proposals need to be completed to make these changes
			1. Michelle will review
			2. Prerequisite statements for other Mathematics courses may need to be updated.
		2. There is no “M” grade for MAT 0058; it is standard grading
		3. Can a teacher recommendation be included for MAT 0058? Not in the pre-requisite section, but Mathematics faculty may consider updating the “Developmental Course Completion Routes” guidelines to provide a pathway for cases when it may be appropriate for students to begin the developmental course sequence in MAT 0058.
5. **Student complaint procedure when call comes to the 2nd floor I office**
	1. In the past week, questions have been asked about this process
	2. Student complaints go to trustees, the president’s office, or Dr. Wright’s office
	3. Office of the Provost and Vice President of Academic Affairs protocol
		1. We solve it if we can
		2. If it is a complaint about a faculty member or something in class then Michelle refers it to the dean
		3. There are times when a trustees member wants a follow-up
		4. Please provide a follow-up to Michelle when complaints are sent from Dr. Wright’s office
6. **VAWA response procedures (who does what, when, how?)**
7. We will all have training this afternoon
8. Jana wants to solve the problem for the students
9. Questions we ask:
	1. Is it another student or faculty member where the problem lies?
10. If it is a student issue we try to move them to another section with the same professor
11. If it is faculty, we look for the same course and a different faculty member
12. We are required to respond to these issues
13. We will not notify Deans right away if it is a faculty member because research needs to be done
14. If it gets to a level where the Deans need to be involved, the Deans will be notified
15. Any issues or comments?
	1. When it goes to the Dean first, what should be done?
	2. We should find out in Administrative Council this afternoon
16. Michelle is the contact to make arrangements for class changes and then the information is sent to Garnett to make schedule adjustments
17. Dr. Alford expressed that he thinks if it is a faculty issue he needs to know
18. Jana started this process the wrong way by going to advising first, now only Academic Affairs is involved
19. The determination needs to be made if it is a behavior issue or a Title IV issue
	1. Once an issue is sent to Jana, the Dean is no longer involved
	2. Jana is good about making the determination whether it is Title IV issue
20. Now that we have a college procedure, we have to follow it. The way we dealt with these issues in the past no longer applies
21. **Out of the office next week (SACSCOC visit)**
	1. Dr. Wright will be out of contact but will look at emails in the evening
22. **Other items**
	1. Dr. Meyer shared a handout about a new database with more updated labor gap information, Michelle will scan it to everyone
	2. The new workflow interim report for students receiving scholarships or needing other support went out this week. The first group to utilize the system has been athletics for related scholarships and academic programs. So far, the new workflow is working well.
		1. Let Dr. DeLuca know if there any problems
		2. Faculty get an email notifying them that the workflow needs to be completed for a student
	3. The General Education assessment this year will be Communications Area
		1. Deans please encourage faculty to submit artifacts
		2. Dr. DeLuca indicated AS and baccalaureate data is needed as well
		3. Dr. Collins asked that she be contacted directly when they need something
	4. We have started working on two baccalaureate proposals
		1. Computer Technology
		2. Early Childhood Education

Submitted by Michelle Fanslau, October 13, 2015