

MINUTES
Operations Council
January 14, 2014

Members present: Curt Brungardt, Cindy Elliott, Dennis King, Greg Panichello (by conference call), John Ross, Dan Shea, Susan Zvacek, and Chris Crawford, Chair.

Guest: Joey Linn

The meeting was called to order.

1. Blackboard Management Procedures

Action: There are many problems with the procedures we are now using to manage courses and the ongoing problems because of the current procedures. This would be a great time to change since the courses are going to be hosted by Blackboard. The proposal is to create a shell every semester and then at the end of semester, the students will be deleted. A snapshot of the entire server will be created and archived. The change will require each faculty member to maintain their class(es) and CTELT will be responsible for the technical part of the course. However, Dennis pointed out this is exactly what we used to do but moved to the current system because of the students dissatisfaction with the proposed process. For example, some faculty did not put students in the right classes, students were put into classes late, etc. Blackboard will be hosting the courses on their server instead of ours with the updated version. Dr. Crawford indicated he was not sure this is the time to make another change. He would be interested in maybe a pilot project for the summer. Dennis would rather make extra work for us instead of dealing with upset students. We do have a step-by-step orientation for our Virtual College students but not many of them utilize it. Another issue is the copyright law of allowing the materials to be on the server for two years. We are not in compliance with copyright laws by allowing the materials to be left on the server for two years. Dr. Crawford is supportive of moving this to a one year to be in compliance with copyright laws and instructed Susan and Dennis to change it. He also asked for collaboration between Dennis and Susan to work on this proposal with possible adjustments to the solution and bring it back to the Council.

2. Strategic Partners Update

Action: Cindy Elliott provided an update on her recent trip to southeast Asia—specifically, Singapore Bangkok, Thailand and Malaysia. The private school in Bangkok is interested in the BGS degree but no contracts have been signed yet. Thailand is interested in a Master's degree (perhaps, public policy and/or public administration). In Singapore, she met with the former Chief Learning Officer of Starbucks and Yum Corporation. He has been charged with opening the largest mall in Singapore called the Big Box. This would be a very different approach for FHSU to have a site in another country. The university in Malaysia uses the British system and they are looking to offer a bachelor's degree to complement their system. Zirvre University in Turkey is on hold until FHSU has an opportunity to review the curriculum they are interested in. The SIAS update is that Shawn Chen received notification he can get an exception from the government. This is the only way we can expand in China. We only offer one degree and that is in political science in Shenyang and we continue to struggle to enroll enough students to meet the minimum requirements of our agreement.

3. Proposed Unclassified Administrative Staff Overload Policy Change

Action: Currently, we do not have a policy but a practice on the salary and a maximum number of credit hours a faculty member can teach as an overload. The agenda item has gone through the Academic

Council and has been approved with minor changes which were discussed with the Operations Council. Dr. Hammond has requested a policy to firm up our current practice. The policy will be in the Faculty Handbook, not the MOA. One of the changes in the policy is to make salaries in line with adjuncts' pay. The policy proposes a minimum salary of \$2600 for a three-credit hour course and a two class (six hours) overload maximum for each person. Faculty with academic rank are also going to be limited to six hours of overload courses unless there are extenuating circumstances. The implementation date will be summer 2014. The policy has to be taken to President's Cabinet. Joey Linn also indicated Student Affairs has their one protocol to be allowed to teach courses. It was suggested also looking at the course development limitations of only three per year and only two per semester along with this policy. Susan was given the go ahead to adjust the order of the course proposals.

4. Retention Conference – February 24

Action: The University is sponsoring a retention conference again this year on February 24. Retention continues to become a big and important issue for us. All of the Operations Council are invited to attend. Department chairs and one faculty member are required to attend the conference. Brett Bruner is co-coordinating this event.

5. Center for civic Leadership Update

Action: Curt Brungardt gave an update on the Center for Civic Leadership. Civic engagement is the arm of the university. All of our students should be prepared as informed citizens. All programming is related to academic citizenship. The Center has 15 part time employees through four sources—SGA, general funds, funding by a private donor, Omer Voss, Jr. and the Library. The University is recognized as a national leader of the American Democracy Project. While students are willing to do the grassroots (volunteerism), we need to get students involved in public policy to change social problems.

One of the activities for the spring semester is Diane Nash presenting on campus. Ms. Nash is a civil rights leader and one of the last members of the Freedom Riders. She will be here on March 27. Dr. Crawford committed the last \$800 to this endeavor. Global Leadership focuses on international and global issues. A committee is creating a plan for the University to put us in the top-tier of Civic Engagement on Campus. They hope the plan will be complete by late March. The plan talks about civic investment and the inclusion of social issues content for all majors.

The best way for the Council to help with civic leadership is to encourage support of the concept of strong citizenship at the University. Dr. Crawford challenged everyone in the room to attend the activities and make an impact.

Meeting adjourned at 10:30 am.