

Minutes

Provost's Council
June 10, 2008

The Provost's Council met on June 10, 2008 at 8:30 a.m. in the President's Conference Room (SH 306).

Members present: Jeff Briggs, Chris Crawford, Mary Meier for Cindy Elliott, Paul Faber, Hong Wang for Dennis King, Micol Maughan, Lynn Haggard for John Ross, Debbie Mercer and Larry Gould

Member absent: Tim Crowley

Guests: Jeff Burnett, Jake Glover and Dan Kulmala

A. Call to Order

The meeting was called to order.

1. Strategy Item

Showcasing the Division of Academic Affairs for the Foundation

Action: Tim Chapman has asked the Provost's Council to make a presentation to the Foundation and their Board of Directors. The provost outlined his perception of what the presentation should encompass for the retreat using the strategic theme approach. The three themes will be: 1) innovation; 2) continuous quality improvement; and 3) partnering. We need four or five big ticket items to promote to the BOD. From Tim Chapman's email, it sounds like they want interactive presentations as well as an overall picture. It was suggested using engagement as the focal point. The three areas would be engagement with scholarship (research, writing concentration, honors), with the world (teach Chinese, Islamic, Arabic languages) and with American Civil Society (ADP, seven revolutions, center for civic leadership, youth camps).

The provost will do the institutional perspective (big picture). Each college will have an opportunity to make a presentation on what they are doing in these three areas. Each dean was asked to send two priorities from their college to the provost to include in the presentation. The provost will start with an overview with emphasis on the themes. The BOD can pick which interactive sessions they want to attend. This will tie the entire presentation together. We will discuss this again in July. It will be added to the agenda.

2. Discussion/Deliberation Items

a) Instructional Evaluation

Action: A task force has been working on a policy statement to create guidelines for instructional evaluation. The task force is using the 2004 Faculty Senate Report on Evaluation of Faculty as the basis for the policy statement. The task force recommends the university standardize the evaluation of all faculty, even those that are tenured; and there be three types of evaluation instruments—student, peer and self. Suggested

changes to the document include: use “draft” on the documents until approved; word selection in the second statement, include administrative evaluations, specify which classes will be evaluated, evaluate both on-campus and virtual college classes and the evaluations need to be on-line and accessible to students, faculty and staff.

What is the role of CTELT in this process? CTELT has a teaching excellence component and the provost wants to use them to be the implementer of all that we are putting together and to work with CTC so this information gets to the chair in a timely fashion. The chair can then use it as a reason to talk with the faculty about the evaluations. If necessary, mentor, provide advice and nurture them on their evaluation. It can also be used as some type of comparative evaluation of the faculty member with others in the department.

There is no specific timeline for completion but the task force would like to have a document prepared for Faculty Senate by the end of the fall 2008 semester.

Action: The task force will take the suggestions from the Council and then move forward with creating a complete report.

b) Converging Degree and Diploma Titles

Action: The Council discussed changes to wording on the diplomas. Dr. Crawford is recommending the degree and the major be included on the diploma for all students (including international) with the exception of the BGS and MLS. The student earning a BGS and MLS would have an option to include their concentration listed on the diploma. The Council approved the proposal but suggested procedural guidelines be given to the Registrar’s Office. The Council also realizes any other arrangements with our partner schools supersede this recommendation. The Provost will forward it to the President for President’s Cabinet.

c) Quality Assurance in Virtual College Course Development

Action: Virtual College is looking for feedback on how the process is working in regards to the technology of the course development forms. They are also asking more faculty to help with the workshops and making word changes to the titles. Do we need to require the faculty to take the workshops before submitting the course development forms? The provost is concerned that the word is not getting out about the new policy and procedures which are being required before submitting a new course. He does not want to sign off on any new courses that he can’t say has passed the quality assurance component. Therefore, no course can be scheduled without a contract. It doesn’t matter if the course is self-produced. A contract is required for any modification. The provost is depending on CTELT to develop the rubric for quality assurance but faculty members can be requested to provide feedback. Hong was asked to send the PC members the URL for the course development site. Hong will make the changes to the document and bring it back to the Council for review before it is distributed to the chairs. Hong wants to have an informal course development committee and the provost agreed. Hong will contact the faculty (after checking with the dean) she thinks would be exceptional to give her some feedback on the document before it is distributed.

d) Virtual College Focus Group

Action: The Council was asked to take a look at the responses and put it back on the agenda when Dennis is here. The Provost is thinking of sending out a survey to a random number of students based on these same questions used by the focus group. If 90 percent agree with the current comments, then the University can make policy changes to improve our delivery of Virtual College courses. Dr. Crawford said there are a couple of NSSE questions that have comments which may be used as feedback.

e) Ed2go-Pro for Fort Hays State University Staff Development

Action: Virtual College asked the Council if they are interested in possibly offer in these courses on quality assurance for staff development. The provost will talk to the Vice President for Administration and Finance about offering these courses for classified staff.

f) Kansas Employment Projections and FHSU Degree Applicability

Action: Dr. Crawford put together a list of workforce development needs and the degree programs that meet these occupational needs in the state of Kansas. He asked the deans and chairs to provide feedback on the document. The Council suggested expanding the analysis to include national and regional labor data/trends.

3. Informational Items

a) NCCI 2008 Leveraging Excellence Award Program

Action: The provost distributed information about the award program. He suggested submitting the YOTD as a candidate for the award. If someone wants to be added to the NCCI website, contact Cindy Cline and she will do so.

b) Zinio Puts Hundreds of Magazines a Click Away

Action: The provost thought this was an intriguing site. There are a lot of magazines that are available on this website.

c) Disruptive Changes will Invigorate Education

Action: The Council was asked to take a look at this because it has to do with technology in Kansas and the idea of using new technology in old organizations.

d) Youth Quake

Action: The article gives us hints/ideas on what the millennials are looking for and how to market to them.

B. Announcements/New Business

Faculty Lounge—the President approved this action plan. Ken Trantham, Faculty Senate President has indicated he will follow up on creating a plan for the creation of the lounge.

C. Adjournment

Action: The meeting adjourned at 12:21 p.m.

c: Dr. Edward Hammond

Dr. Herb Songer
Mr. Larry Getty
Dr. Joey Linn
Dr. Kenneth Trantham
Mr. Tyler Hughes
Ms. Casey Rackaway
Provost's Council Secretaries

7/7/2008