

MINUTES
Provost's Council
June 16, 2009

The Provost's Council met on June 16, 2009 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Mark Bannister, Jeff Briggs, Chris Crawford, Tim Crowley, Cindy Elliott, Paul Faber, Dennis King, Debbie Mercer, Mary Alice Wade for John Ross and Larry Gould

A. Call to Order

The meeting was called to order by the Provost.

1. Decision Items

a) Selection of the Faculty Member of the Year

Action: The recipient was selected for this award. The winner will be announced at the Fall Convocation in August.

b) Selection of the Edmund Shearer Advisor of the Year

Action: The recipient was selected for this award. The winner will be announced at the Fall Convocation in August.

c) Tenure and Promotion Timelines

Action: There are several changes that have been agreed upon with AAUP. The Council was unsure how the appeals work at the Provost and President level according to language in the timelines. The Provost is going to rewrite the language and put it back on the agenda. It was suggested moving the timeline back two weeks to coincide with the March 1 deadline as the last date to appeal with the President. This suggestion will not work since a specific starting date is set in the MOA Agreement. Janet Kohl rewrote the language in the timeline to incorporate the agreed upon changes with the MOA. The Council approved the language change and the timelines.

d) Administrative Calendar

Action: The Administrative Calendar was approved with a couple of minor changes.

e) Transfer of Credit Policy

Action: Discussed several changes to the document. There are some paragraphs that are policy and some are advice to students. The Provost would like more time to review the document before the policy is approved. On June 23, the Provost passed out background information on what needs to be included in the

policy. He is researching the topic and hopes to have something ready for the Council to review before August.

2. Discussion/Deliberation Items

a) Blackboard Use and Course Syllabi Site Recommendation

Action: We probably need to make this a strategy item. The Provost had a conversation with a student last week where she was unable to access her grades throughout the semester since her instructors did not use Blackboard. We are violating Handbook policy by not having some type of documentation on how a student receives their grades. Some faculty feel this is the student's responsibility to keep track of their grades. The Provost would like to require faculty to post their grades somewhere that the students can access it electronically much like another type of requirement of employment.

b) Introduction of New Assistant Director of the Virtual College

Action: Dennis King introduced Everett Royer as the new Assistant Director of the Virtual College. He has three degrees from FHSU and was an owner of a John Deere dealership in Otis, Kansas.

c) Bookstore Transition

Action: Barnes and Noble will no longer be the University's bookstore. Follett will take over the contract. Dennis King outlined some of the points of his meeting with the company. The deans were asked to let the chairs and faculty know there may be a few glitches with the transition.

d) Writing Intensive/Writing across the Curriculum

Action: The Council was asked for feedback. What are academic affairs going to do about writing? The President continues to ask the question. The proposal is to create some general education courses/department courses and label them writing-intensive. Faculty Senate has approved this but it has not been implemented. Should there be an institutional standard established? Will this be on the student's transcript? Are we going to provide some kind of certificate of completion? What about the T/A students? Learning outcomes is going to be more prevalent to the KBOR. The Provost is going to ask Brad Will and Dan Kulmala to attend another Provost's Council meeting to talk about these issues.

e) Report on ADP Conference

Action: It was one of the largest attended conferences the Provost has attended this year. We had nine FHSU faculty involved in presentations at the conference and all of the presentations were very good. The Seven Revolutions presentation was a big hit at the conference. The university is working on asking Carol Twigg to come to campus to talk about Seven Revolutions. FHSU is a leader in this area. Civic agencies is the new theme to educate citizens about democracy.

f) AAUP-MOA Changes/Merit Policy

Action: The May 1 date remains for submission date for the merit evaluation. The lecturer policy was not passed by the AAUP. They want to review for one year before making a decision.

g) Millennial Programming and Recruitment

Action: This article ties back to the discussion on what students are looking for in a university and how they connect with the world. We need to keep this in mind when we create webpages and recruitment documents.

h) FY 2008 Direct and Indirect Learning Outcomes

Action: The Assessment Steering Committee looked at the departments that reported learning outcomes over the past three years. A compilation of the results was created to show how many departments are in compliance with the minimum requirements and which ones are exceeding the minimum. Direct measures are based on results from students. A copy of that report was included in the agenda.

i) Academic Honesty – Continued Discussion

Action: The Provost asked the deans to work together and create a uniform policy. When the deans are done with the policy, they were asked to bring it back to the Council for review.

j) Modification of Individual Work Schedule

Action: This is for classified employees only. With all of the budget discussions, the administration decided to not make exceptions for the summer work schedule. It was determined by the Personnel Office from the classified employee's system, we need to have some type of documentation that can be put in their file in the Personnel Office.

k) Technology Integration Workshop

Action: How to integrate the technology into the course when needed to enhance the learning process.

l) Revised AQIP Categories and Plan for Systems Portfolio

Action: These are the revised categories and plan for the systems portfolio. Please remove this from the agenda and keep it for the files.

m) Performance Report Review

Action: This is on the KBOR agenda for tomorrow. The Regents are looking for a wider input for program review. The Provost is working on changing some of the performance indicators. FHSU is in year one of the three- year agreement

with the Regents. Dr. Gould is requesting input from the Council on what we can change for the future and how to do it better.

n) Instructional, Peer and Self-Evaluation of Faculty Teaching – Chris Crawford
Action: Tabled

o) Hotel Rooms Gift-in-Kind
Action: The Council was instructed to work directly with the Foundation.

p) Dean and Director Goal Statements
Action: It is a great opportunity for collaboration between colleges.

q) Academic Workstudy Allocations
Action: The Council was asked to take a look at the current University workstudy allocations. The deans are responsible for allocating the workstudy slots in their college. If there are any changes, please let the Provost know so he can submit all of them to the Financial Aid Office.

3. Informational Items

a) Managing the big “red” way
Action: Article is pertinent to the importance of customer service. If a public institution like Nebraska can do it, FHSU should also be able to do it.

b) International
Action: This is just a reminder that FHSU is in the market. Undergraduate recruiting should be done by Student Affairs and graduate recruiting should be done by Academic Affairs.

B. Announcements/New Business

Distribution of two articles on Virtual School Succeeds and Florida’s Online Option talks about the success of Virtual Schools at high schools in Florida. This is just an informational item.

Discontinued Programs

Action: Send changes to Larry Gould before the end of the day.

Policy Statement for Paying Faculty by Credit by Examination

Action: We will put this back on the agenda for discussion.

The five strategic themes will become the plan for KBOR and will be submitted to the Legislature.

C. Suzanne Klaus and Casey Kelch

Action: Tabled

D. Adjournment

Action: The meeting was adjourned at 12:30 p.m.

c: Dr. Edward Hammond
Dr. Tisa Mason
Mr. Larry Getty
Dr. Joey Linn
Dr. Jeff Burnett
Mr. Brad Stramel
Ms. Casey Kelch
Provost's Council Secretaries