

Meeting #2  
October 9, 2002

The Academic Council met on Wednesday, October 9, 2002, in the Kiowa Room of the Clark Student Center. The following members were in attendance: Dr. Friederike Wiedemann, Dr. Robert Clark, Dr. Michael Collins, Dr. Ron Fischli, Dr. Martha Harvey, Dr. Norman Horner, Dr. Grant Simpson, Dr. Russ Porter for Dr. Susan Sportsman, Dr. Chuck Burke, Mr. Brandon Dawson, Dr. Michaela Smith, Ms. Darla English, Ms. Barbara Merkle, and Ms. Diane Spiller.

### **Approval of Minutes**

Dr. Wiedemann called the meeting to order and called for a motion for approval of the minutes of the September 11, 2002 meeting. Dr. Collins made the motion for approval, Dr. Simpson seconded, and the motion passed.

### **Phone & Web Registration – PINs/Holds**

Ms. English reported that, according to the consensus of the deans, rather than changing PIN's each advisement period, a hold will be placed on each student, which will be released by the department secretary when the student has been advised. The Office of the Registrar will be working with Information Systems to request programming and will offer training to the department secretaries.

Further, in order to assist advisors, an advising screen is being developed on SIS to contain more information in one place.

### **Update on Final Exam Schedule**

Ms. English reported on the findings of the ad hoc committee formed to examine the impact of changing the due date of final grades for classes with Friday finals from Monday to Tuesday. This change would affect approximately 60 faculty. Only classes that have a Friday final have the option to turn in grade sheets the Tuesday following finals. Classes that have a final on any day except Friday have their grade reports due by Monday at noon. The Registrar's office will send out notices to this effect. Additionally, she reported that it would be beneficial for faculty to avoid using the latest block on Saturday for finals.

### **Coordinating Board Report**

Dr. Clark reported that the Strategic Enrollment Management Plan would be ready for submission to the Coordinating Board by October 18th. This document will be updated annually with addenda. A copy of the report will be available for viewing in Dr. Clark's office. Dr. Wiedemann added that this would be useful for strategic planning.

### **New Humanities Courses**

Dr. Collins presented as a motion, two web-based humanities courses to be added to the curriculum for distance students. It was suggested that a change in wording be made in the 4053 Humanities Course description as indicated below. Dr. Fischli seconded the motion for approval and the motion passed.

### **2063 Humanities**

A continuing study of the inter-relationships of art, myth, literature, and philosophy in an historical context.

### **4053 Humanities: World Civilizations**

A study of inter-relationship in world civilizations of literature, philosophy, mythology, art, and architecture in an historical context with emphasis on the Western tradition, including relationships to Middle Eastern, African, Indian, and Chinese traditions.

### **Academic Probation Protocol/Advising Students w/Declared Majors**

Since the last meeting of the Academic Council, an e-mail poll was conducted to approve a motion for establishing an academic probation protocol and advising students with declared majors. The motion passed. However, due to a limit of 120 seats for Skills for Success classes, a change in the student population to be tagged for the program was necessary. Dr. Clark called for a motion to change this from “all freshmen with less than 30 hours” to “beginning freshmen and transfer students with fewer than 18 hours.” Dr. Porter made the motion to accept this change. Dr. Harvey seconded and the motion passed.

Students who are identified as going on probation will receive a letter from Academic Services giving them instructions for enrolling in appropriate classes for spring. Students without a declared major will meet with Academic Support Program staff. Students who have declared a major will be required to meet with their advisors. However, since faculty will not be back on campus until January 2nd, deans will be provided with a list of the students who will need to meet with their advisors so the students’ advisors can arrange to be available. Advising must be complete by January 8th.

### **Strategic Planning**

Dr. Wiedemann reported that Dr. Fischli has been selected to serve on the Strategic Planning Steering Committee and asked that any items or suggestions be sent directly to him. The Faculty Senate is compiling a list of faculty to recommend for selection as members of the Strategic Planning Steering Committee.

### **Grant Writing**

Dr. Wiedemann requested that anyone who is writing a grant see Valarie Maxwell before the grant is submitted. Ms. Maxwell will assist with budget advice and money management including salary, benefits, and indirect costs.

Dr. Wiedemann congratulated Dr. Simpson on the \$1.4 million grant received by the West College of Education from the Department of Education. This grant will be used for the education and certification of teachers' aides and others interested in mid career transition to teaching. This program is in cooperation with Region IX, Vernon College, and four area school districts.

### **Policies for Work Outside the University and Sabbatical Leave**

Dr. Wiedemann reported that she has asked the deans to assist her in developing new and more defined policies for work outside the university and for sabbatical leave.

### **Academic Early Alert – Wiedemann**

Dr. Wiedemann reported that the deans are assisting her in developing a policy/procedure for academic early alert in which instructors would send an academic early alert to the chair of a student's major program, who would inform the student's advisor who would then assist the student in taking appropriate action.

### **Round Robin**

Dr. Fischli announced that the College of Fine Arts has two new chairs: Dr. Ruth Morrow, Music; and Dr. Nancy Steele-Hamme, Art. He also announced the opening of the theatre department's next production, *Hot-l Baltimore*, on Thursday, October 10th.

Ms. Spiller reported that the plans for the Majors Fair on Tuesday, October 29, are moving along. Faculty are asked to turn in requests for equipment or technology as soon as possible. 500 high school and college students, both on and off campus, are expected to attend. Postcard and e-mail invitations will be sent to undecided students. The fair will have food, music and door prizes. Undecided students will be eligible for a drawing for a \$100 gift certificate if they submit their advising forms at early advising.

Dr. Smith reported that the Honors Program is going well this year with 180 students participating. College committees are working on the curriculum with clear focus and direction. The honors committee recently held a workshop led by Dr. Rosalie Otero, Director of the Honors Program at the University of New Mexico, Albuquerque and President of the NCHC.

Dr. Simpson informed the members that the \$1.4 million grant has interdisciplinary conditions. This grant will take paraprofessionals to the professional level in areas of special education, mathematics, science, English as a second language, and bi-lingual education.

Ms. Merkle reported that letters have been sent to students on suspension inviting them back to MSU. There will be a college night at WFISD on Thursday, October 10th.

Ms. English announced that the first "Imagine Graduation" for August and December graduates is being planned. Students will have the opportunity to visit with various offices of the campus to finalize their graduation plans, from financial aid advice to ordering their caps & gowns.

Dr. Collins inquired about the production date for new brochure covers.(Further inquiry to the Office of Public Relations revealed that the brochure covers are ready for production and are waiting for approval of funding.)

Mr. Dawson reported that the Student Senate met on October 9th.The Student Government Association passed a resolution for a campus-wide beautification project to which student organizations are asked to donate funds. The SGA is seeking a donor to match the funds received by the student organizations.

He also reported that as a part of Homecoming Spirit Days, the officers of the SGA will be riding around campus in a golf cart passing out t-shirts and hats, and giving students golf cart rides to class as rewards for showing school spirit.

He also announced the development of a student leaflet that will inform students of events on campus on a bi-weekly or monthly basis.

There being no other business, the meeting was adjourned. The next meeting is scheduled for November 13, 2002, in the Kiowa Room.

Respectfully submitted,

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Eileen Parker

Assistant to the Vice President for Academic Affairs