FACULTY MEETING AGENDA

DATE: February 21, 2012
TIME: 11:00 am.
PLACE: BSC 336
PRESIDING: James E. Callaghan, VPAA

1. Invocation -- Will Mullins, Chaplain

2. Minutes, January 24, 2012 meeting. (Attachment A)

3. Agenda for February 21, 2012 meeting.

4. President’s Report -- President Steele

5. Update: Self-Study Report for Institutional Accreditation. -- Dr. Todd Lekan, Accreditation Director

6. Undergraduate Curriculum Committee Recommendations -- Dan Wilson, Registrar
   1. 2013-2014 Traditional Undergraduate Academic Calendar (Attachment B)
   2. List of Potential 2012 Graduates (Attachment C)

7. Report, Faculty Executive Secretary -- Mr. Gene Alesandrini

8. Report, Vice-President for Academic Affairs -- Dr. Callaghan

9. Announcements

10. Adjournment
ATTACHMENT A
FACULTY MEETING MINUTES

DATE: January 24, 2012
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: James E. Callaghan, VPAA

1. Invocation --Will Mullins, Chaplain

2. Minutes December 6, 2011 meeting approved.

3. Agenda for January 24, 2012 meeting approved.

4. President’s Report --President Steele
President Steele discussed the 50th Anniversary of John Glenn’s historic space mission and the collaboration with Ohio State University. February 20th is being named “John Glenn Friendship 7 Day” and students and alumni from both Universities will participate in a gala tribute to John Glenn. President Steele discussed the BOT-approved salary pool, and noted a change in the university’s solar project. A meeting has been set for January 25th at 4:00pm in PBC 370.

5. Undergraduate Curriculum Committee Recommendations --Dan Wilson, Registrar
No new business was brought forward. The new Assistant Registrar, Heather Pritchard, was introduced to the faculty.

6. Assessment Committee --Dr. Lois Zook-Gerdau, Chair
Presented updated proposal to change the wording of the LAE Assessment Plan. Approved unanimously.

7. Report, Faculty Executive Secretary --Mr. Gene Alesandrini
FES Alesandrini stated that there has been no change made in healthcare premiums. The Benefits Commission and PDC to meet in February to discuss possibilities of Muskingum University joining other groups to find a way to lower costs for insurance premiums.

8. Report, Vice-President for Academic Affairs --Dr. Callaghan
Dr. Callaghan discussed the upcoming Admissions Scholarship Program; tentative dates are January 28, February 4 and 11. Jeff Zellars, VP of Enrollment, sent thanks to the faculty for their past support of the program. Volunteers are still needed and their time is greatly appreciated. Dr. Callaghan, on behalf of Emily Smith, reminded faculty to “refresh” class rosters and notify Emily Smith of students on rosters but not in class. If a student shows to class but is not on roster ask them to kindly leave. Dr. Callaghan reminded faculty of Bil Kerrigan’s Faculty Development Workshop set for February 7th regarding the Summer Muskie Fellows. Dr. Callaghan opened the floor to announcements.

9. Larry Normansell reminded advisors to take care with transfer students when advising. Some students will fall under LAE’s and others under the OBR. Jean Morris inquired of the status of APAP changes which are still between PDC and President Steele.

Attachment B

Muskingum University
2013 – 2014
Traditional Undergraduate Academic Calendar

**Fall Semester 2013**

- **Thursday-Friday, August 22-23**: Fall Faculty Conference
- **Monday, August 26**: Classes Begin
- **Tuesday, August 27 (11 a.m.)**: Opening Convocation
- **Friday, August 30 (5 p.m.)**: Add/Drop period ends
- **Monday, September 2**: Labor Day (classes as usual)
- **Friday, September 27**: Last day to withdraw from 1st half classes
- **Monday-Tuesday, October 7-8**: Early assessment grades due to Registrar
- **Tuesday, October 15**: Fall break (no classes)
- **Wednesday, October 16**: 1st half classes end
- **Tuesday, October 22**: 2nd half classes begin
- **Monday, October 27 (11 a.m.)**: Add/Drop ends for 2nd half classes
- **Tuesday, November 5**: Last day to withdraw from full semester classes
- **Friday, November 8**: Thanksgiving break (no classes)
- **Monday-Friday, December 9-13**: Classes end
- **Tuesday, December 17 (noon)**: Final examinations
- **Friday, December 20**: Final grades due to Registrar

**Spring Semester 2014**

- **Monday, January 13**: Classes begin
- **Friday, January 17 (5 p.m.)**: Add/Drop period ends
- **Monday, January 20**: Martin Luther King, Jr. Day (no classes)
- **Monday, February 17**: Last day to withdraw from 1st half classes
- **Monday, February 24**: Early Assessment grades due to Registrar
- **Monday, March 3**: 1st half classes end
- **Tuesday, March 4**: 2nd half classes begin
- **Monday-Friday, March 10-14**: Spring break (no classes)
- **Monday, March 17**: Add/Drop ends for 2nd half classes
- **Monday, March 31**: Last day to withdraw from full semester classes
- **Friday, April 4**: Scholarship Recognition Day Program
- **Monday, April 14**: Last day to withdraw from 2nd half classes
- **Thursday-Friday, April 17-18**: Easter Holiday (no classes)
- **Wednesday, April 30**: Classes End
- **Thursday, May 1**: Study Day
- **Friday-Thursday, May 2-8**: Final examinations
- **(excluding Sat. & Sun., May 3&4)**
- **Saturday, May 10 or Sunday, May 11**: Commencement
- **Wednesday, May 14 (noon)**: Final grades due to Registrar

**Special Dates**

- **Friday-Saturday, October 11-12**: Homecoming
- **Friday-Sunday, April 11-13**: Parents Weekend
Attachment C
2012 Pending Graduates

(Names Vacated for FERPA)