FACULTY MEETING AGENDA

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 (Attachment A)
3. Agenda for January 24, 2012 meeting
4. President’s Report --President Steele
5. Undergraduate Curriculum Committee Recommendations --Dan Wilson, Registrar
6. Assessment Committee --Dr. Lois Zook-Gerdau, Chair
   Updated proposal to change the wording of the LAE Assessment Plan. (Attachment B)
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: December 6, 2011
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: James E. Callaghan, VPAA

1. Invocation --Will Mullins, Chaplain

2. Minutes Nov. 15, 2011 meeting approved.

3. Agenda for Dec. 6, 2011 meeting approved.

4. President’s Report --President Steele
   President Steele spoke regarding several major accomplishments for the University this Fall.
   Nursing program has been fully accredited.
   Engineering site visit went exceptionally well and the program is moving forward in a positive way towards accreditation.
   Construction on Brown Chapel is more extensive than originally planned.
   President Steele discussed the Solar Field project and how it will affect Muskingum University.

5. Undergraduate Curriculum Committee Recommendations --Dan Wilson, Registrar
   There were no matters brought forth by the Curriculum Committee.
   Reminder from Dan Wilson, Registrar that grades are due at noon on December 20, 2011.

6. Report, Faculty Executive Secretary --Mr. Gene Alesandrini
   Nothing to report.

7. Report, Vice-President for Academic Affairs --Dr. Callaghan
   Dr. Callaghan discussed some textbook issues reported by the bookstore, reminded faculty of the university’s need to comply with federal regulations regarding making textbook information available to students, and asked faculty to turn-in any remaining textbook requests as soon as possible. Courses that do not require textbooks are to be noted to the bookstore.
   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 invited faculty members to attend the December Reception for December Graduates on Saturday, December 10th, 2011 at 2:00pm.
   Dr. Callaghan opened the floor to announcements.
   Spanish language students are giving their Seminar presentations on December 7th at 6:00pm in Boyd Science Center. Faculty were invited to attend.
   A Christmas concert will be held on December 8th in Brown Chapel. Faculty were invited to attend.

8. Adjournment – Meeting adjourned at 11:40 am.
ATTACHMENT B
Proposed LAE Assessment Plan Changes

Current LAE Assessment Plan

A. The reporting of assessment of each course in the Liberal Arts Essentials (LAE) will occur as follows: Assessment results must be provided for courses in the distribution areas once every three years and provided for courses in the core twice every three years.

B. Departments or programs will be charged with identifying both the faculty member and term for which a report will be generated for courses taught in the traditional undergraduate program. Graduate and Continuing Studies (GCS) will be charged with identifying both the faculty member and term for which a report will be generated for courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs.

C. Department chairs and program coordinators will provide a three-year LAE assessment cycle (schedule of who will be assessing what course when) by March 20th, 2011 for courses taught in the traditional undergraduate program. In future cycles, this information will be due March 20th of the last year of the previous cycle (e.g., 2014 for the next cycle). Graduate and Continuing Studies (GCS) will ensure courses in the LAE distribution areas are assessed once every three years for courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs and that courses taught in the Muskingum Adult Program (MAP) and other nontraditional programs in the LAE core are assessed twice every three years.

D. The first three-year cycle will be Fall 2011-Spring 2014. Assessment reports are to be submitted to the Assessment Committee no later than 60 days after the official end of each term (calculated from the date grades are due) or 30 days after the second stream assessment results are returned (whichever is longer).

E. Department chairs and program coordinators are responsible for communicating the goals of each LAE course for which they are responsible to all faculty assigned to teach these courses for courses taught in the traditional undergraduate program. Graduate and Continuing Studies (GCS) is responsible for communicating the goals of each LAE course to all faculty teaching these courses in the Muskingum Adult Program (MAP) and other nontraditional programs.

F. After each three-year cycle, a yearlong reflection and analysis of the data collected will take place at the institutional level.

(Faculty Approved on 10/26/2010)
ATTACHMENT B
Proposed LAE Assessment Plan Changes (Continued)

Proposed changes to the wording for the LAE Assessment Plan

A. Assessment Cycle Reporting Requirement: An assessment report for each course in the Liberal Arts Essentials (LAE) distribution area must be generated once every three years. An assessment report for courses in the LAE core must be generated twice every three years.

B. The Vice Presidents of Academic Affairs and Graduate and Continuing Studies are responsible for ensuring that LAE courses offered during the terms of which they have oversight are assessed according to the reporting requirement.

C. For the traditional undergraduate program, the Vice President of Academic Affairs and the Division Coordinators will approve three-year LAE assessment cycles from department chairs and program coordinators that identify the faculty members responsible for generating reports and the terms in which reports will be generated. This information will be due March 20th of the last year of the previous cycle. For courses in the Muskingum Adult Program (MAP) and summer term, the Vice President of Graduate and Continuing Studies and the Division Coordinators will approve an assessment cycle from the Graduate and Continuing Studies Faculty Coordinator, as schedules become available. The Graduate and Continuing Studies Faculty Coordinator will identify the faculty members responsible for generating reports and the terms in which reports will be generated. The MAP assessment cycle will meet the reporting requirement detailed in (A).

D. The next three-year cycle will be Fall 2011-Spring 2014. Assessment reports are to be submitted to the Assessment Committee no later than 60 days after the end of each term (calculated from the date grades are due) or 30 days after the second stream assessment results are returned (whichever is later).

E. Division Coordinators and Department Chairs are responsible for communicating the LAE course goals and assessment plans to faculty in their units who teach LAE courses in the traditional undergraduate program. The Graduate and Continuing Studies Faculty Coordinator is responsible for communicating the LAE course goals and assessment plans to faculty who teach LAE courses in MAP and summer term.

F. The Assessment Committee will submit an annual report summarizing results and any changes undertaken as a result of assessment. This report will be submitted to the Vice President of Academic Affairs, the Vice President for Graduate and Continuing Studies, and the Division Coordinators. Concurrent with the first year of each new three-year assessment cycle, an ad hoc reflection and analysis committee will be appointed by the Vice Presidents of Academic Affairs and Graduate and Continuing Studies. The committee will use the LAE assessment results to evaluate the effectiveness of the assessment process, to evaluate the effectiveness of the LAE, and, when warranted, to make recommendations for improvements.