FACULTY MEETING AGENDA

DATE: October 30, 2012
TIME: 4:00 pm.
PLACE: BSC 336
PRESIDING: James Callaghan, Vice-President for Academic Affairs

1. Invocation -- Will Mullins, Chaplain
2. Minutes, September 25, 2012 meeting. (Attachment A)
3. Agenda October 30, 2012 meeting.
4. President’s Report -- President Steele
6. Undergraduate Curriculum Committee Recommendations -- Dan Wilson, Registrar
   a) List of Potential December 2012 Graduates (Attachment B)
7. Report, Faculty Executive Secretary -- Mr. Gene Alesandrini
8. Report, Vice-President for Academic Affairs -- Dr. Callaghan
9. Announcements
10. Adjournment
FACULTY MEETING MINUTES

DATE: September 25, 2012
TIME: 11:00 am.
PLACE: BSC 336
PRESIDING: James E. Callaghan, Vice-President for Academic Affairs

11. Invocation -- Will Mullins, Chaplain.

12. Minutes from April 24, 2012 meeting approved.

13. Agenda for September 25, 2012 meeting approved and amended as to Agenda items 4 and 5.
   President Steele is off campus and Phil Laube has a schedule conflict.

14. President’s Report - Due to President Steele’s need to be elsewhere, no report was presented.

15. Phil Laube, Assistant Vice President for Business & Finance & Controller, was unable to report due to a scheduling conflict.

16. Undergraduate Curriculum Committee Recommendations - Dan Wilson, Registrar.

   A) The Committee approved the proposal to change the course number for ART 451: Art History III to ART 3XX by a vote of 7-0.
       Voted on and approved by faculty with no objections or abstentions. Motion passed.

   B) The Committee approved the proposal to change the course number for ART 251: Art History I to ART 3XX by a vote of 7-0.
       Voted on and approved with no objections or abstentions. Motion passed.

   C) The Committee approved the proposal from the Health Science department to create a new course titled HLSC 131: Human Structure and Function four (4) credit hours by a vote of 7-0.
       Voted on and approved with 1 opposed and no abstentions. Motion passed.

   D) The Committee approved by a vote of 6-3 the proposal from the Health Science department:
       a. Add Health and Fitness major to the permanent offerings.
       b. Add Health Administration major to the permanent offerings.
       c. Add HLSC 101: Introduction to the Health Sciences (3 credits) to the permanent offerings.
       d. Add HLSC 333: Motor Learning and Performance (3 credits) to the permanent offerings.


       Receive and Acknowledge proposals were announced to faculty.

17. Report, Faculty Executive Secretary
   Gene Alesandrini discussed the upcoming regular letter to the Board and how that was progressing. He stated that they are looking at how Committees are appointed and making recommendations to the PRC. Health care insurance costs were discussed and how they were still looking for ways to reduce those costs to faculty.
18. The Professional Relations Committee (PRC) - Laura Hilton, Chair.

Election -- Faculty Executive Secretary
The PRC is responsible for conducting faculty balloting for the position of Faculty Executive Secretary (as per the APAP Section 410.2.I.1.f) following the nomination procedures as described in APAP Section 470.3.E.2. Normally, the PRC calls for nominations in the spring semester, for the FES's term to begin in the following semester, i.e. in fall semester. However, due to our current FES being on sabbatical in the spring, we need to hold elections off our standing practice/cycle.

Given this, the PRC proposes that for this specific instance, the FES be elected to serve three semesters, rather than the normal length of four, to maintain the standing practice of a term that ends with spring semester, rather than fall.

Laura Hilton, PRC Chair, discussed the election process for the next Faculty Executive Secretary. A vote was taken. Approved with 1 opposed and no abstentions. Motion passed.

19. Report, Vice-President for Academic Affairs

Dr. Callaghan, in the absence of Phil Laube, passed along information regarding recent Phishing expeditions targeting the muskingum.edu domain. The success of some of these attempts has caused lots of issues for CNS and trouble communicating through various email providers. Emails to Board members, various admissions members and potential students were “held” or blocked by some email providers because muskingum.edu was placed on the “untrusted” list of some providers. Please remember that CNS will never ask for personal information from you. If in doubt please delete or forward to CNS.

Dr. Callaghan relinquished the remainder of his time so that BAIT (Behavioral Assessment and Intervention Team) could discuss the reporting process for student behaviors. BAIT provided a hand-out to all faculty members in attendance. Anthony Polito (Director of Student Conduct) and Susan Waryck (Associate Dean of Students) introduced themselves and discussed two types of concerning behaviors for faculty members to look for. The first was concern for the student but no imminent threat of harm. When a faculty member has this concern there is a form online at http://www.muskingum.edu/campuslife/judicial.html or the actual form at https://publicdocs.maxient.com/incidentreport.php?MuskingumUniv. BAIT asks that this form be filled out when there is not imminent threat. For an imminent threat, or if you are unsure what type of threat is involved, BAIT suggests immediately contacting Campus Police – who are available 24 hours a day, 7 days a week including weekends and holidays – to notify them of the situation. They will assess the situation and determine what next steps might need to be taken. BAIT would prefer faculty to be overly cautious and contact Campus Police rather than not taking action. Dr. Callaghan suggested that BAIT create a web presence that could be accessed by faculty and others in reference to these issues.

20. Announcements

Richard Arnold announced that the next Faculty Development Workshop will be about Blackboard and is scheduled for October 2, 2012 at 11:00 am. Dr. Arnold also announced that the Political Science Honorary Club is bringing Mark Kramer to the University for a presentation on the 1962 Cuban Missile Crisis. There will be time available during the day for him to speak to classes if any faculty members are interested.

21. Adjourned at 12:00 pm.