DATE: Tuesday, October 27, 2009
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: Dr. Paul Reichardt, Vice President for Academic Affairs

1. The meeting was called to order by Dr. Paul Reichardt, Vice President for Academic Affairs.

2. Will Mullins gave the Invocation.

3. The minutes of the September 22, 2009 meeting were approved.

4. The agenda of the October 27, 2009 meeting was approved unanimously.

5. Report from Dr. Anne Steele:

   Thank you to all faculty who attended the Board of Trustees committees. Also mentioned were students: Wade Litt, who gave a photo essay from his study abroad in Germany trip. Ryan Worbs spoke to the Board of Trustees about his Mellon Fellowship. Valerie Smith discussed International Exhibits. The international student dinner was a success with Trustees.

   All sabbaticals for 2010-2011 presented to the Trustees were approved. Congratulations to Harsha Abeyaratne (Fall 2010), Donna Edsall (Spring 2011), Bil Kerrigan (Fall 2010), Tom McGrath (Fall 2010), Yan Sun (Fall 2010), Paul Szalay (Fall 2010), David Tabachnick (2010-2011 Year), and Lois Zook-Gerdau (Spring 2011).

   Thank you to all faculty who stepped up when the call went out to faculty to help implement new programs. A full summer session was proposed to the Board of Trustees and it was approved. Renovation of the Kappa Sigma house was approved if a decision is made to act. The decision will be made after cost estimates from contractors are received.

6. Guest speaker, Kay Roach, could not be present, so Danny Ingold spoke regarding the United Way Campaign. These are difficult times and any giving would be appreciated. You can earmark the gift or it can be submitted as a general fund donation. Please see Danny or Rod Lang to make a pledge.

7. Guidelines for the Capstone Distinction Proposal were discussed. Thank you to the task force members Laura Hilton, Jean Morris, Paul Szalay, and Walter Huber.

   From the previous Faculty Meeting, Item 6 regarding a second evaluation was removed and an error was corrected regarding the GPA with Latin Honors. The proposal itself was approved at the previous Faculty Meeting.

   After discussion of the guidelines, an amendment was proposed to make the following additions:
   1. GPA standards must be maintained throughout the process and at graduation
   2. Positive written evaluations are by both department and evaluator

   Amendment was approved unanimously.

   A third amendment was proposed to:
   1. Change the references to “departments” to Department/Major Program

   Amendment was approved unanimously.

   The Interim Guidelines for Capstone Distinction was approved unanimously.

   A call was made for 2-3 departments/major programs to pilot the program this year.
8. Report from Dan Wilson, Registrar

350 Students were eligible in May 2009 to receive their diplomas once courses complete in Spring 2009. Of that, 33 have yet to complete requirements. The previous year, there were 45 students who had not completed up to this point. Just within the past month 5 people who participated in May Commencement were able to complete their requirements and receive their diplomas.

All grades that currently have been assigned as WIP, I, or NR will be changed to F on the day grades are due, December 15, 2009. A FERPA discussion took place briefly regarding sharing photos on a website without a release on file for the photo.

9. Report from Gene Alesandrin, Faculty Executive Secretary

The Board of Trustees meeting went well. He met Trustees and liked many of them. They generally care about the faculty and want to know their thoughts.

November 10, 2009 will be the next Faculty Forum. The Forum is run by faculty for faculty. Faculty Meetings are the administration’s meeting. It is important to come to the Forums so you can be represented fairly at the Board of Trustees meetings.

10. Report from Dr. Reichardt:

Began by commenting that he hoped that faculty understand that the Faculty Meeting was also the faculty’s meeting.

All divisions will be receiving information about transfer issues. We want to make Muskingum more “transfer friendly”. Are we inviting to transfers or are we putting up barriers?

A small group of faculty will be assembled to develop a course on Sustainability. Including this in the curriculum is important and there are other colleges that currently have incorporated such a course in their curriculum.

The Office of Instructional Resources will be replaced in January. The plan is to have the management of instructional technology building-based. Student workers will be assigned to monitor the equipment needs. The Division Coordinators in conjunction with the building secretaries will be managing these efforts. Implementing this plan mid-year is difficult, but must be accomplished. The following two goals are what will be strived for:
1. Make functional instructional technology more available to faculty
2. Ensure burden of monitoring and managing instructional technology does not fall unfairly on one campus group.

Faculty Development/Student Success Workshops for November 17, 2009 are titled, “Tips and Tricks for Managing the Nuts and Bolts of Advising” and “Online Teaching: The Student Perspective.” Also, the Library will be holding additional workshops regarding citation styles. Watch for additional e-mail announcements for these events.

Faculty were asked to please support the new Student Success Center as a positive place to study or find support for course work.

Dates for Sabbatical Seminars will be announced soon.

Meeting adjourned at 11:59 p.m.

Submitted by Danielle White, Administrative Assistant to the VPAA