MUSKINGUM UNIVERSITY  
FACULTY MEETING MINUTES  

DATE: Tuesday, December 7, 2010  
TIME: 11:00 a.m.  
PLACE: BSC 336  
PRESIDING: Paul Reichardt, VPAA  

1. Invocation was given by Will Mullins, University Chaplain.  
2. Minutes of October 26, 2010 meeting were approved.  
3. Agenda of December 7, 2010 meeting was approved unanimously.  
4. President Steele was not able to attend the meeting, but she wishes everyone happy holidays.  
5. Mark Stambush presented for the Professional Development Committee a proposal a revision to APAP 210.2A.3.D regarding frequency of student course evaluations. After a brief discussion, a hand vote was taken and the proposal was approved.  
6. The initial draft of the 2012-2013 Academic Calendar was presented as an informational item.  
7. Mr. Gene Alesandrini did not have a report to give.  
8. Dr. Paul Reichardt announced Scholarship Days being held January 29, February 5, and February 12 this year.  

Dr. Reichardt expressed his appreciation to everyone for including learning objectives in syllabi and for forwarding curriculum vitae to the Academic Affairs office. These documents will be needed for Higher Learning Commission accreditation.  

Emily Smith reminded faculty that grades are due on December 21 at noon. Reminder calls will be made if you do not have them in by 10 a.m. Many different processes must take place before staff can leave for the holidays and these processes depend on these grades being turned in by the deadline.  

LAE Transfer Task Force materials have been distributed to divisions. The proposed policy change will be considered in the spring semester.  

The LAE Assessment Review Task Force has begun its work. The Task Force’s work will conclude around Spring Break and a report to faculty will be presented in April 2011.  

Meeting adjourned at 11:25 a.m.  

Submitted by Danielle White, Administrative Assistant to the VPAA