MUSKINGUM COLLEGE
FACULTY MEETING AGENDA

DATE: February 17, 2009
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: Paul Reichardt, VPAA

1. Invocation -- Rev. Mullins

2. Minutes of January 27, 2009 meeting (attached)

3. Agenda of February 17, 2009 meeting

4. Report -- President Steele

5. Curriculum Committee
--Mt. Wilson
Proposed 2010-2011 Undergraduate Academic Calendar (attached)

6. Professional Development Committee
--Dr. Szalay
Proposal for revisions to Academic Policies and Procedures Handbook, section 420 2 L (attached)

7. New Programs: Beginning Implementation -- Dr. Fagan

8. New Faculty Hired:
Richard Arnold, Assistant Professor of Political Science (pending)
Laura Bosley, Assistant Professor of Mathematics
Beth Butler, Assistant Professor of Spanish
Elayne Haines, Director of Nursing
Jon Hale, Assistant Professor of Education
Enre Selvi, Assistant Professor of Engineering

9. Update on New Programs: Digital Media Design -- Dr. German

10. Faculty Development Grants (attachment) -- Dr. Reichardt
Summer Muskie Fellow Awards (previously e-mailed)

11. Report -- Dr. Lekan, Faculty Executive Secretary

12. Report -- Dr. Reichardt

13. Adjournment

Reminders:
February 23 Early Assessment Grades Due to Registrar
09-10 Schedule Posted for Campus Community – Advising Begins
February 24 Faculty Development/Student Success Workshop – 11 a.m. – BSC 336
February 27 09-10 signed Faculty Contracts due to VPAA
March 2-6 Spring Break – No Classes
March 10 2nd Half Classes Begin
Division Meetings – 11 a.m. – Location TBA
March 13 Sabbatical eligibility notice to Faculty by VPAA
March 16 Add/Drop Ends for 2nd Half Classes
Faculty Development Grant and Muskie Fellow Proposals due to VPAA
March 17 Faculty Meeting – 11 a.m. – BSC 336
MUSKINGUM COLLEGE
FACULTY MEETING MINUTES

DATE: Tuesday, January 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. Rev. Will Mullins gave the Invocation.

3. The minutes of the December 9, 2008 meeting were approved as amended: “abstention” substituted for “absentia” in vote report for Item #5A.

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

5. Report from President Steele:

A. President Steele reported on the Executive Board meeting that met on January 27, 2009.
   1. The Tuition and Room and Board rates were discussed. It was decided to be sensitive to families sending their children to college and deviate from the usual 5% increase to 4 3% tuition increase, and an overall 4.6% overall increase in tuition, fees, room, and board.
   2. An extensive time was spent discussing the salary pool due to the economic challenges and due to the financial crisis not improving. Growing trend of colleges are to have half of salaries frozen or delaying increases until Fall and some are cutting positions. Muskingum will be moving forward with a 2.5% pool. Any addition in Promotion and Rank pool will be of $25,000. This means 20% will be used for salaries and 5% will be used for Promotion, Rank, and equity.
   3. The College Strategic Plan and Response will be to focus on Sector 2, Graduate and Continuing Studies. The College intends to increase this revenue stream and move forward. In 2-3 weeks there will be a presentation by Ruthann Fagan on ideas for Sector 2 growth that are on the table already.
   4. The Board has asked the President to study the College changing its name from Muskingum College to Muskingum University. She is to report back to the Board in 3 months. Ten faculty will be chosen to define what “College” means nationally and internationally. Jeff Zellers will be getting a sense of how 2 year schools have changed their name to College. Ruthann Fagan and Paul Reichardt will survey accrediting agencies.

6. Report from Professional Development Committee:

Dr. Szalay proposed an revision to the Academic Policies and Procedures handbook, Section 210.6. Dr. Szalay verified that the PDC is working on whether this section should specify if probationary track or tenure. The proposed revision was approved unanimously.

7. Report from Assessment Committee:

Dr. Huber proposed a change in wording to Question 16 of the Course Evaluation Form from “Exams stress important points of lectures/text” to “Assessments (exams, papers, assignments, etc.) stress important points of lectures/text.” A discussion to change the last words of this wording to “important objectives of the course” took place. A second discussion to change the last words of this wording to “important objectives of the course content” was motioned. This motion to amend the wording was approved. The change in wording was approved by voice vote with 1 against.
Faculty Search Update:

The following departments gave updates on their searches: Library (introduced Ryan McLaughlin who started week of January 19), Spanish, Education, Engineering, Physics, Mathematics (2 searches), Political Science, and History.

New Programs Update:

Dr. Rataiczak updated faculty on the Nursing Program. After grades for the fall semester, there are 23 viable students. Students must apply and be accepted into the Nursing Program. Applicants must do this by April 1 and must meet admission criteria, which includes 2.5 GPA. The Nursing for 2009-2010 courses will be finalized soon. The Nursing Lab will be completed this summer. If faculty have students who are interested in declaring Nursing as a major, they are to contact Ray Rataiczak. The BSN Program will include Professional Nursing courses and LAE Courses. Hospitals and organizations are being contacted about the program.

Dr. Richard Taylor updated faculty on the Engineering Program. There are currently 16 students declared majors. They are working with local industries and have been successful creating preliminary partnerships with these companies. Dr. Sandra Soto-Caban the newest member of the Engineering faculty.

Report from Dr. Reichardt:

A. The Script for Academic Affairs will be available soon.

B. Curriculum Committee will be meeting every week, as needed to accelerate program development.

C. The Green Curriculum Committee will be meeting this Friday.

D. 2009-2010 Class Schedule is being developed and the distribution of classes across the week and hours of the day is positive.

E. Scholarship Days are starting soon and faculty are asked to assist with these events. This is important for enrollment. Areas still needed are: Education, Psychology, Speech Communication, and Geology. Faculty are asked to contact Gary Atkins.

F. The agenda for Faculty Meetings will now be posted the VPAA website with the paper version coming later through intercampus mail.

G. First year faculty course evaluations are being scanned first and the remainder will be coming soon. Delays are due to the bubbles not being completed accurately. Danielle White discussed the issues and requested that faculty take additional time to explain to their students how to complete the forms properly.

Report from Todd Lekan:

A. A Faculty Forum is tentatively scheduled for February 10th. There will be additional information sent out if one will take place.

B. Faculty are requested to e-mail Dr. Lekan with suggestions for revising the IAE.

Meeting adjourned at 12:00 p.m.

Submitted by Danielle White, Administrative Assistant to the VPAA.
Muskingum College
2010 – 2011
Traditional Undergraduate Academic Calendar

Fall Semester 2010
Thursday-Friday, August 26-27  Fall Faculty Conference
Monday, August 30  Classes Begin
Tuesday, August 31 (11 a.m.)  Opening Convocation & Picnic
Friday, September 3 (5 p.m.)  Add/Drop period ends
Monday, September 6  Labor Day (classes as usual)
*Friday October 1*  Last day to withdraw from 1st half classes
Friday, October 8  Early assessment grades due to Registrar
*Friday, October 15*  1st half classes end
Monday-Tuesday, October 18-19  Fall break (no classes)
Wednesday, October 20  2nd half classes begin
Tuesday, October 26  Add/Drop ends for 2nd half classes
Tuesday, November 9  Last day to withdraw from full semester courses
*Tuesday, November 23*  Last day to withdraw from 2nd half classes
Wednesday-Friday, November 24-26  Thanksgiving break (no classes)
Friday, December 10  Classes end
Monday-Friday, December 13-17  Final examinations
Tuesday, December 21 (noon)  Final grades due to Registrar

Spring Semester 2011
Monday, January 10  Classes begin
Friday, January 14 (5 p.m.)  Add/Drop period ends
Monday, January 17  Martin Luther King, Jr. Day (no classes)
*Monday, February 14*  Last day to withdraw from 1st half classes
Monday, February 21  Early Assessment grades due to Registrar
*Monday, February 28*  1st half classes end
Tuesday, March 1  2nd half classes begin
Monday-Friday, March 7-11  Spring break (no classes)
Monday, March 14  Add/Drop ends for 2nd half classes
Monday, March 28  Last day to withdraw from full semester courses
Friday, April 8th  Scholarship Recognition Day Program
*Monday, April 11*  Last day to withdraw from 2nd half classes
Thursday-Friday, April 21-22  Easter Holiday (no classes)
Wednesday, April 27  Classes End
Thursday, April 28  Study Day
Friday-Thursday, April 29-May 5  Final examinations
(excluding Sat. & Sunday, April 30 & May 1)
Saturday, May 7 or or Sunday, May 8  Commencement
Wednesday, May 11 (noon)  Final grades due to Registrar

May Term 2011
Monday, May 9  Classes Begin
Tuesday, May 10 (5 p.m.)  Add/Drop period ends
Monday, May 30  Memorial Day (no classes)
Thursday, June 2  Classes End
Friday, June 3  Final examinations
Wednesday, June 8  Final grades due to Registrar

Special Dates
Friday-Saturday, October TBD  Homecoming
Friday-Sunday, April 8-10  Parents Weekend

NOTE: Fall and Spring each have 42 MWF meetings and 28 TTh meetings.
Suggested revision to APAP 420 2 L (Assessment Committee Functions and Membership)

(Note: Deletions are strikeouts and new text is in bold)

L. Assessment Committee (appointed)

1) Functions:

   a) To refine and implement the process of and time table for the assessment plan.

   b) To conduct an ongoing evaluation of the assessment plan, monitoring and documenting its effectiveness.

   c) To report periodically to the faculty and to the administration on the assessment plan and its effectiveness.

   d) To coordinate schedule in regards to standardized testing and to publish a calendar which clearly indicates the assessment schedule, especially in regards to the ACT-CAAP tests, which are administered periodically and not yearly.

   e) To review data, including numbers generated by the standardized testing, for validity, reliability, and institutional implications.

   f) To make data available to the faculty and administration.

2) Membership:

   a) One faculty member from each of the academic divisions of the College.

   b) The Chair of this committee shall be chosen by the Professional Relations Committee. The chair shall also be responsible for the assembling of a coherent and accurate report on assessment.

   c) The First-Year Program director.

   d) A consultant on testing when needed.

   e) A consultant on statistics when needed.

   f) Two students appointed by the Student Senate.

   g) The VPAA shall serve as an ex officio member.

   h) The Registrar shall serve as an ex officio member.
MEMORANDUM

DATE: February 3, 2009
TO: Muskingum College Faculty
FROM: Paul Reichardt, Vice President for Academic Affairs
SUBJECT: Faculty Development Grants for 2009-2010

Muskingum College will provide Faculty Development Grants to support faculty scholarly and creative activity during the 2009-2010 academic year. A total of $15,000 of support is available.

The following guidelines apply to Faculty Development Grants, funded internally, for the support of research, writing, study, travel, and other professional activities intended to promote the development of faculty as scholars, artists, and teachers.

Eligibility:
Full-time faculty with a continuing contract at Muskingum College for the year following the 2008-09 academic year may apply for a Faculty Development Grant. If an award recipient leaves employment with the College prior to the academic year following the awarding of the grant, all funds received must be returned to the College.

Criteria for Selection:
Proposals will be evaluated on the basis of
1. Significance of content;
2. Clarity of research/creative project design and presentation;
3. Justification in terms of benefit to the institution and the applicant (for example, how the research results might be used in a course or affect a teaching method);
4. Record of performance and reporting of previous grants;
5. Types of projects eligible for funding:
a. Original research in a faculty member’s discipline
b. Work that results in a creative/artistic product
c. Innovative curriculum development
d. Pedagogical research with classroom application

Funding:
1. Funds awarded will be released on an expenditure basis in response to submission of appropriate documentation and receipts
2. Funding may not include salary for faculty
3. Funding may not include student wages, student travel, or student conference registrations/fees
4. Funds shall not be used for costs covered by external funding
5. Normally, grants shall not exceed $1,500 or 10% of the total funds, whichever is smaller
6. Awards in consecutive years shall be made only upon demonstration of compelling need
7. Equipment purchased with grant funds becomes the property of Muskingum College
8. Funds must be used by June 30, 2010; moneys not expended by June 30, 2010 will no longer be available.

Selection Process:
1. Faculty members will submit grant proposals to the Vice President for Academic Affairs Office on or before March 13, 2009. Only one proposal per faculty member per year will be accepted. A faculty member may initially request up to $1,500 or 10% of the total available pool, whichever is less. If there is more money available in a given year than is needed to fund qualified proposals, the VPAA may distribute the remaining funds for other faculty development purposes.
2. The Faculty Affairs Committee will evaluate proposals in accordance with the terms and criteria for selection and make recommendations to the Vice President for Academic Affairs.
3. Members of the Faculty Affairs Committee will not participate in consideration of their own proposals.
4. The Vice President for Academic Affairs will notify applicants of decisions by April 3, 2009. Following this notification, the Vice President for Academic Affairs will announce the names of the recipients, titles of the proposals, and the amounts awarded to each recipient.
5. If a proposal is not recommended for funding, the Faculty Affairs Committee will provide the reasons for its recommendation to the Vice President of Academic Affairs, who will communicate this information to the applicant.
6. If a proposal is not funded by the Vice President for Academic Affairs following endorsement by the Faculty Affairs Committee, the VPAA is responsible for providing reasons for this decision to the applicant.
7. The VPAA will provide the Faculty Affairs Committee and the President with information concerning the proposals funded.

Final Report:
1. A report describing the use of the funds, including a detailed financial accounting and documentation of any equipment or materials purchased, and evidence of goals accomplished, must be submitted to the Vice President for Academic Affairs by July 15, 2010.
2. The Vice President for Academic Affairs shall acknowledge these reports and share copies with the Faculty Affairs Committee.