MUSKINGUM COLLEGE

FACULTY MEETING AGENDA

DATE: January 27, 2009
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: Paul Reichardt, VPAA

1. Invocation -- Rev. Mullins

2. Minutes of December 9, 2008 meeting (attached)

3. Agenda of January 27, 2009 meeting

4. Report -- President Steele

5. Professional Development Committee Proposal for revisions to Academic Policies and Procedures Handbook, section 210.6 (attached) -- Dr. Szalay

6. Assessment Committee -- Dr. Huber
   Change the Course Evaluation Form question 16
   From: “Exams stress important points of lectures/text”
   To: “Assessments (exams, papers, assignments, etc.) stress important points of lectures/text”

7. Update on Faculty Searches

8. Update on New Programs: Nursing and Engineering

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

10. Report -- Dr. Reichardt

11. Adjournment

Reminders:

January 27: Faculty Meeting – 11 a.m. – BSC 336
January 30: Recommendation for appointment letters due to VPAA from Coordinators & Chairs for faculty in their 1st year on non-tenure (probationary) contracts
February 3: Division Meetings – 11 a.m. – Location TBA
February 3-13: Classroom Assignments and Datatel Entry of 09-10 Class Schedule
February 10: Faculty Forum - TBA
February 13: Contracts for 09-10 distributed to Faculty by this date
February 16: 09-10 Class Schedule posted for Faculty
February 17: Faculty Meeting – 11 a.m. – BSC 336

Attachment: Faculty Development/Student Success Workshops – Spring 2009
MUSKINGUM COLLEGE
FACULTY MEETING MINUTES

DATE: Tuesday, December 9, 2008
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 November 18, 2008 meeting were approved unanimously

4. The agenda of the December 9, 2008 meeting was approved unanimously

5. Report from Curriculum Committee:
   A. Dr. Reichardt reviewed the Curriculum Committee discussion of the issues that led to the recommendation regarding the change in the academic policy to increase the maximum credit hours in a single discipline that counts toward the 124 credit hours required for graduation from 40 credit hours to 48 credit hours. Dr. Huber proposed an amendment to change the 48 credit hours to 44 credit hours with a 4 year sunset clause. After a discussion on the amendment, the motion failed by voice vote. After a discussion on the original proposal, a ballot vote was taken and the amendment was passed with 55 in favor, 21 against, and 1 in absentia

6. Report from Dr. Paul Reichardt
   A. Fall semester was very busy with several important accomplishments: pre-nursing curriculum began, Phi Kappa Phi chapter approved, LAE assessment began, initial changes to Handbook, APAP. As busy as fall was, our spring looks just as busy! A final thought: What can faculty do in this period of economic uncertainty to support the College? Teach well, focus on supporting student learning, refer any students with problems to an appropriate campus office. Thank you for your work this semester. Enjoy the holiday and your families. Rest and relax.

7. Meeting adjourned at 11:45 a.m.

Submitted by Danielle White, Administrative Assistant to the VPAA
Faculty Handbook and APAP Proposed Revisions
Professional Development Committee
October 20, 2008

Proposed APAP Revisions

*Please Note: All text changes are in bold and underlined.

210.6 Recommendations for Reappointment, Tenure, and Promotion

A. The process to be followed for full reviews and tenure and promotion evaluations is described in Bylaw VI.B.

B. Each year, the VPAA, in consultation with division coordinators, will produce and distribute to faculty a calendar which identifies dates and deadlines associated with full review and tenure and promotion evaluations. The calendar will provide both department chairs and division coordinators with a minimum of two weeks to review materials for faculty undergoing Second-Year, Fourth-Year, tenure, and promotion reviews. The calendar will also provide the Faculty Affairs Committee with a minimum of ten weeks for reviewing materials from faculty undergoing review for tenure and/or promotion. The calendar will be distributed no later than the first day of the Fall Faculty Conference.

1) Decisions and notices regarding reappointment for faculty in their first year on nontenure (probationary) contracts must be made by March 1. Evaluation information and recommendations by the respective division coordinators and department chairs and any materials the faculty member wishes to have considered must be submitted to the VPAA no later than Friday of the third full week of January.

2) Decisions and notices regarding reappointment for faculty in their second year on nontenure (probationary) contracts must be made by December 15. Evaluation information and recommendations by the respective division coordinators and department chairs and any materials the faculty member wishes to have considered must be submitted to the VPAA no later than December 1.

(Admin /Notice)

C. Consult Faculty Bylaw I for the procedures governing tenure and Faculty Bylaw VI for the standards regarding promotion. See also section 210.4 "Professional Performance Criteria."

D. For reference and convenience, the VPAA prepares a chart listing the candidates in the respective departments and divisions who are up for periodic review or tenure consideration for the current academic year. The VPAA makes syllabi, vita, course evaluation information, annual reports, and various other documents available to the appropriate division coordinator, department chair, and the members of the Faculty Affairs Committee. To expand their perspective, the division coordinator and department chair are expected to interview or collect written assessments from other members of the candidate's department as well as discuss with the candidate his or her teaching performance, scholarly record, and professional goals.

(Information)
FACULTY DEVELOPMENT/STUDENT SUCCESS WORKSHOPS
SPRING 2009

FEBRUARY 24, 2009       BSC 336, 11 a.m.
Progress Report from Student Success Initiatives:
Learning Communities, First-Year Seminar, Supplemental Instruction, Peer-Led Team Learning, TAG Intervention
PANEL: Shelley Amstutz-Szalay, Ky Davis, Deepa Perera, Leigh Range, Lois Zook-Gerda

MARCH 24, 2009            BSC 336 – 11 a.m.
Sabbatical Seminar:
Rick Nutt and Brian Bergstrom

APRIL 14, 2009            BSC 336 – 11 a.m.
Academic Advising: A Status Report and Recommendations
PANEL: Leigh Range and Alistair Hattingh