MUSKINGUM UNIVERSITY
FACULTY MEETING AGENDA

DATE: October 27, 2009
TIME: 11:00am
PLACE: BSC 336
PRESIDING: Paul Reichardt, VPAA

1. Invocation --Will Mullins, Chaplain
2. Minutes of September 22, 2009 meeting (attached)
3. Agenda of October 27, 2009
4. President’s Report --President Steele
5. United Way --Kay Roach, Education Chair, United Way for Muskingum, Perry and Morgan counties
6. Distinction Proposal (attached) --Dr. Reichardt, VPAA
7. Report on Degree Completion from May 2009 Commencement --Dan Wilson, Registrar
8. Report --Gene Alesandrin, Faculty Executive Secretary
9. Report --Dr. Reichardt, VPAA
9: Adjournment

REMINDERS:

October 30 Chairs’ evaluations of Second and Fourth Year Review faculty and portfolios due to Division Coordinators
November 3 Last Day to Withdraw from Full Semester Courses
Division Meeting—11 a.m.—Location TBA by Division
November 6 Trustees’ decision regarding 2010-2011 Sabbaticals
November 10 Faculty Forum—11:00 a.m.—Location TBA
November 16 Coordinators’ and Chairs’ evaluations of Second and Fourth Year Review faculty and portfolios due to VPAA
November 17 Faculty Development/Student Success Workshop—11 a.m.—Location TBA
Last day to withdraw from 2nd half classes
November 24 Faculty Meeting —11:00 a.m.—BSC 336
**Distinction in the Major Capstone Experience: Guidelines**

1. GPA eligibility:  
   * MinimumCumulative GPA: 3.0  
   * Minimum Major GPA: 3.4 based on completion of at least 5 major courses (GPA correlates with initial level of Latin honors [cum laude])

Note: These are University-wide GPA eligibility standards: Individual departments may set higher standards if they choose but they cannot not lower these minimum standards.

2. Required evidence to award distinction in a major seminar paper or project: A positive written evaluation of reasonable length which addresses standards of quality as defined by departments.

3. Definition of "external evaluation": An evaluation by a person or persons external to the institution who possess appropriate credentials regarding the quality of student work in a major capstone course according to standards of the discipline.

4. Administration of the program: For the initial year, the VPAA and Academic Affairs (Dean's) Advisory Council (AAAC) will provide oversight for the program. Administrative responsibilities of the AAAC include:

4.a. Create forms for the following: departmental plans for implementing a distinction recognition, student proposals/departmental endorsements for external evaluation of a capstone paper, project, or performance; reporting outcomes of external evaluation.

4.b. Review and approve departmental plans and proposals submitted; receive and acknowledge outcome reports.

4.c. Review and approve external evaluators as proposed by departments

4.d. Provide annual summary of program outcomes to faculty

5. Departments choosing to offer a distinction option for senior seminars will be charged with developing an implementation plan and submitting the plan to the VPAA and AAAC by an announced deadline. Possible strategies for implementing a distinction option will be provided to departments upon request.