MUSKINGUM UNIVERSITY
FACULTY MEETING MINUTES

DATE: Tuesday, September 22, 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. For the invocation, Rev. Will Mullins read a short story written by Barbara Brown Taylor titled *Tuning the E String*.

2. The minutes of the April 17, 2009 meeting were approved unanimously.

3. A motion was made to remove the President’s report from the agenda. The agenda of the September 22, 2009 meeting was approved unanimously as amended.

4. Recommendation from Curriculum Committee:

   A motion was made to combine in one vote the proposal to add a Musical Theatre minor and to add THEA 2XX: *Dance for Musical Theatre* to the curriculum. The motion was approved unanimously. The program will be implemented when the floor covering for dance has been installed and when adjunct funding is approved.

5. I. Ms. Emily Smith, Assistant to the VPAA for Student Services, provided the following updates related to First Year Seminar:

   A. A “Meet the Parents” session was restored to First-Year Move-In Weekend this fall. Ms. Smith received positive feedback from both parents and faculty.

   B. “Hot Topic Tuesdays” is a new program offered to first year students beginning this fall. The number of students who attended these sessions has ranged from 90-200 students. Ms. Smith is open to suggestions for more hot topics. Topics for September included the following:
      a. *Study Abroad* led by Meri Linn Emerson on September 8
      b. *Alcohol Awareness* led by Student Affairs on September 15
      c. *My Money 101* led by Phil Laube on September 22

   C. A Majors Fair will be held on Tuesday, September 29 at 11:00 A.M. in John Glenn Gymnasium. Departments will send at least one representative to host a table representing their majors.

   D. The annual Volleyball Tournament for First Year Seminar classes was held Saturday, September 19th. Twelve teams participated and Donna Newberry reported positive feedback to Ms. Smith.

   E. The common reading book for FYS students this fall is *Muskingum College* written by Dr. William Kerrigan as well as students Ryan Worbs and Heather Giffin. Dr. Kerrigan and Ryan Worbs plan to host a talk to share about their book in late October or early November. Heather Giffin will not be available since she graduated last spring.

   F. A “How’s It Going?” report is being initiated this fall in First-Year Seminar. First-Year students will complete the report and indicate how they are doing academically, socially, personally at Muskingum. University offices will follow-up on problem areas reported.

II. Ms. Smith introduced Ms. Lisa Kasper, Coordinator of the Student Success Center. Ms. Kasper shared the following topics:

   A. Beginning soon, free tutoring will be offered on Sunday-Thursday evenings from 4:00-9:00 P.M. in Patton Hall. Tutoring will be targeted at 100-200 level courses. The tutoring room in Patton Hall is currently undergoing renovation. The prospective opening date for the Center is planned for October 1. The furniture will arrive in late October.
B. Academic counseling, study skills workshops covering topics such as time management and resume writing, and group review sessions will be offered.

C. Ms. Kasper is currently accepting referrals. You may contact her at inkasper@muskingum.edu or call her at Ext. 6154.

D. The Center will be publicized to students in the near future.

6. Dr. Sheila Ellenberger, Librarian, reported on the following:

A. Plagiarism and Reference Style Workshops will be offered for students beginning at 8:00 P.M. in the Chess Center on the following dates:

<table>
<thead>
<tr>
<th>Workshop Topic</th>
<th>Date</th>
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<tbody>
<tr>
<td>Evaluating Sources</td>
<td>October 6</td>
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<tr>
<td>Avoiding Plagiarism</td>
<td>October 25</td>
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<tr>
<td>Avoiding Plagiarism</td>
<td>November 3</td>
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<tr>
<td>Citation: MLA</td>
<td>November 1</td>
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<tr>
<td>Citation: Chicago</td>
<td>November 8</td>
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<tr>
<td>Citation: APA</td>
<td>November 15</td>
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B. Nancy Thompson, author of children’s books and stories, will host the Author Talk on Thursday, October 15 at 3:30 P.M. at the Library.

7. Mr. Eugene Alesandrini, Faculty Executive Secretary, announced that the next Faculty Forum will be held on Wednesday September 23 at 3:30 P.M. in BSC 336. The topic will cover tenure and promotion. The session will be held again on Thursday, September 24 at 3:30 P.M. in BSC 336 for those who are unable to attend the first session.

8. Dr. Reichardt reported on the following items:

A. Dr. Reichardt recommended that Academic Affairs omit printing paper copies of the Faculty Meeting Agenda on a trial basis to reduce costs and help protect the environment. Individuals may request a paper copy by sending an e-mail to Danielle White two days in advance of the meeting.

B. Two Faculty Development/Student Success Workshops will be offered each month on the same date beginning in October 2009. In October, faculty will be able to attend a workshop on Advising or on Teaching. A Steering Committee of Drs. Bil Kerrigan, Sheila Ellenberger, Jim Dooley, and Jean Morris will organize the workshops this year.

C. A committee of recent Faculty Award recipients (Drs. Jean Morris, Walter Huber, Paul Szalay and Laura Hilton) has been working on guidelines for Distinction in the Senior Seminar. The guidelines will be ready for review soon.

9. Meeting adjourned at 11:45 A.M.

Submitted by Celeste Warne, Assistant to the VPAA
Distinction in the Major Capstone Experience: Guidelines

1. GPA eligibility: 
   * Minimum Cumulative 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.