

**ACADEMIC COUNCIL**

**Minutes**

**February 22, 2024**

**Present:** Vicki Bingham, Edwin Craft, Ellen Green, James Gerald, Leslie Griffin, David Hebert, Chris Jurgenson, Kristen Land, Joi Phillips, Fawn Ussery, Merideth Van Namen, Josie Welsh, Tomeka Harbin

**Call to order:** A meeting of the Academic Council was held in the Janice Wyatt Conference Room on February 8, 2024. The meeting convened at 8:30 AM with Interim Provost Leslie Griffin presiding.

<b>Agenda item</b>	<b>Comments/Discussion</b>	<b>Action taken</b>	<b>Responsible party</b>
Approval of Agenda	Motion to approve the agenda was made by Chris Jurgenson and seconded by James Gerald. All in favor.	<b>Approved.</b>	
Approval of Minutes	<p>Motion to approve the minutes from the February 8 and February 16, 2024, meetings as a bundle were made by James Gerald and seconded by Chris Jurgenson. All in favor.</p> <p>Motion to approve amended minutes for February 8 were made by Vicki Bingham and seconded by Fawn Ussery. All in favor.</p>	<b>Approved.</b>	
<b>Informational Item:</b>			
Provost’s Update	<p>Interim Provost Griffin provided the following updates:</p> <ul style="list-style-type: none"> <li>○ <u>Academic Partnerships</u> – this will be explored to see pros/cons for the university. They will be sharing at AC on February 29<sup>th</sup>. Feel free to reach out to any other institutions that have used Academic Partnerships to get more feedback on others’ experience with them.</li> <li>○ <u>Budget</u> – There are clear concerns about the budget across campus. There have been ongoing budget reviews for many years, but we are at a point where we are formalizing the process. We are at a point that the budget crisis necessitates more precise reviews of units.</li> <li>○ <u>Program Prioritization</u> – this group has been meeting twice a week to reviewing criteria such as enrollment, graduates, cost, and other variables. This group includes Leslie Griffin, Edwin Craft, Brandi Smith, Julia Thorn, Michelle Matthews, Merideth Van Namen, David Hebert, Chrisa Mansell, Chris Jurgenson and James Gerald. This group is thoroughly vetting ways to review programs and developing a reasonable system for program review that will be applied consistently across programs. The group will look at criteria that have been identified and then weight the criteria. Once finalized, that will be shared with AC and Faculty Senate. Once agreed upon, it will then go to Cabinet. Programs will have a</li> </ul>		Leslie Griffin

	<p>chance to respond to rankings to correct potential factual errors and to provide additional qualitative data. Every program will be reviewed in the same manner.</p> <ul style="list-style-type: none"> <li>▪ Josie Welsh suggested we “solicit errors of fact” when departments are sent information.</li> </ul>		
Faculty Senate Update	<p>Chris Jurgenson provided the following Faculty Senate updates:</p> <ul style="list-style-type: none"> <li>▪ FS voted to move the meeting to the week following Spring Break.</li> <li>▪ Search firm will be used for the 6 executive searches– there will be costs associated with the searches</li> <li>▪ Faculty Senate reviewed the Teach-Out Plan and Faculty Load policies in order to provide feedback. No specific feedback was received.</li> <li>▪ The Town Hall will focus on academics and items such as student/faculty ratio and loads.</li> <li>▪ Student evaluations – Kunze was chair of that committee to revise and simplify the evaluation process for courses. SGA has also provided feedback. To date, no progress has been made in this area.</li> <li>▪ Ombudsman – There was a discussion of the idea of a FS Ombudsman to serve on cabinet and assist in bringing faculty and staff concerns.</li> </ul>		Christopher Jurgenson
Institutional Effectiveness and Planning Update	<p>Dr. Josie Welsh provided an update on the following:</p> <ul style="list-style-type: none"> <li>▪ The bulk of the work has been done so the site visit may seem anti-climactic.</li> <li>▪ The focused report is being completed. It will address only areas that were questioned. The site visit is scheduled for April 15-17. Everyone should clear their calendars to be available upon request.</li> <li>▪ Josie Welsh will be the point of contact on campus.</li> <li>▪ March 4 is the due date for the focused report; the goal is to upload it by February 28th.</li> <li>▪ Access to the full report and the QEP is being provided for review by AC and the Vice President.</li> <li>▪ Next steps include preparing the campus for the visit.</li> </ul>		Josie Welsh
Item from General Education Committee	<ul style="list-style-type: none"> <li>▪ Ongoing assessment by the General education assessment was discussed. They are meeting regularly to discuss and review the general education learning outcomes (GELO).</li> <li>▪ A specific request was made to AC that advisors consider helping students understand that general education history courses at the 200</li> </ul>		

	<p>level are not necessarily more difficult than those at the 100 level.</p> <ul style="list-style-type: none"> <li>▪ Several examples were submitted in the General Education Committee that demonstrated they were using data for continuous improvement.</li> </ul>		
<b>Opportunities for Continuous Improvement:</b>			
<b>Action Items:</b>			
OLD Business:	<p>Distance Education Policy (David Hebert) 2<sup>nd</sup> reading</p> <ul style="list-style-type: none"> <li>▪ After discussion, a motion was made to table the policy for further revision prior to a 2nd reading.</li> <li>▪ Several items were found in the document that do need to be changed including: <ul style="list-style-type: none"> <li>○ On page 4 – there should be a deletion of the double “faculty” line. It should only read “director of FCTL</li> <li>○ The word “interim” needs to be removed before Director of FCTL</li> <li>○ Pg. 1 – IHL makes us report on various types of classes and it doesn’t need to contradict or overlap with what these courses are. Therefore, Bichronous Instruction should go back to Online Synchronous.</li> <li>○ Pg. 3 – questions over whether they are needed on the committee since they only have 1 online course. The discussion included the need for 1 OIT person and the value of having library on the committee. Students could also be added to assist in discussions on how their needs are being met.</li> <li>○ Change language to say “submit to the Director of the FCTL” instead of submit to the center itself.</li> <li>○ Discussions revolved around the need to clearly state procedural information regarding who, what, and when for reviews and who is responsible for approving, as well as membership and terms for service.</li> <li>○ Hebert moved to work on the policy with Edwin to revise the DE Policy to be more simplified. Phillips second. Motion carried.</li> </ul> </li> </ul>	<b>Returned for revision</b>	David Hebert
	<p>Program Closure Policy 2<sup>nd</sup> reading</p> <ul style="list-style-type: none"> <li>▪ Van Namen moved to accept the policy as submitted. Seconded by Vicki Bingham.</li> <li>▪ Discussion: <ul style="list-style-type: none"> <li>• Dr. Welsh motioned to add the line “Program closure proposal forms are posted under the Forms tab on the Academic Affairs webpage.” And add the related form. Seconded by Vicki Bingham. No discussion. Motion carried.</li> </ul> </li> </ul>	<b>Approved</b>	

	<p>Teach Out Policy 2<sup>nd</sup> reading</p> <ul style="list-style-type: none"> <li>▪ Jurgenson moved to accept the Teach Out Policy. Second Harbin.</li> <li>▪ Discussion: <ul style="list-style-type: none"> <li>• #4 was revised to say “An explanation of how affected students will be helped to complete their individualized plans, called Student Academic Teach-Out Maps, with minimal disruption or additional costs. The SATOM form is available on the Academic Affairs website in Forms.”</li> <li>• Language was modified in the Teach Out Agreement definition to say “Teach-Out Agreement between institutions or entities.”</li> </ul> </li> <li>▪ Motion carried with the changes in the discussion to the proposed policy.</li> </ul>	<b>Approved</b>	
	<p>Student Academic Teach-Out Map 2<sup>nd</sup> reading</p> <ul style="list-style-type: none"> <li>▪ James Gerald moved to accept the Teach-Out map. Second Bingham.</li> <li>▪ Discussion: <ul style="list-style-type: none"> <li>• Change <i>should to will</i>.</li> </ul> </li> <li>▪ Motion carried to accept the form with the suggested change.</li> </ul>	<b>Approved</b>	
NEW Business:	<p>Kent and Janice Wyatt Fund</p> <ul style="list-style-type: none"> <li>▪ Leslie Griffin made motion to approve the request for KJW with revisions. Seconded by James Gerald.</li> <li>▪ Motion carried.</li> </ul>	<b>Approved</b>	
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>▪ Zero-based budget (Edwin) -current budget is close to 47.1 and we must reduce to 43/44 million. Zero based budget is an attempt to get those cost savings. The currently-utilized and remove positions will play a large role in getting us to the budget. The common goal is to get us to the 43/44 million needed for the budget. This has to be done by April but actually sooner for reviews by VPs. It is important to keep these discussions confidential and to focus on the position not the person. There are several security protocols in place so that this remains confidential.</li> <li>▪ The program closure form needs to be revisited to put forward.</li> </ul>		
<b>Announcements:</b>	<ol style="list-style-type: none"> <li>a. Cheryl Ballard has announced her retirement for June 30. Thoughts and ideas are encouraged on how the office may be used to provide more opportunities.</li> <li>b. The other vacancy in the office should be approved and posted next week.</li> <li>c. A position for an instructional/course designer will be posted. Feedback on what should be included is</li> </ol>		

	welcome. d. A position for full Director of FCTL will be posted.		
<b>Adjourned:</b>	Meeting Part A adjourned at 10:55. Meeting Part B reconvened at 4:00 p.m. and adjourned at 5:30 p.m.		
<b>Next Meeting:</b>	Thursday, February 29, 2024, @ 8:30 AM.		