

Academic Chairs' Meeting

August 26 2009

JDH 233, 1:00 p.m.

Present: Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Martha Einerson, Beth Gilbert, Deb Nordgren, Chad Scott, Ralph Seelke (Biology), Nick Sloboda, Greg Trudeau, Chris Markwood, Faith Hensrud, Rhoda Robinson.

Absent: Mary Balcer

1) JDH Rooms Policy-Deb Nordgren

Policy for reserving Library study rooms was distributed. Study rooms are meant for students but may be used by others on an infrequent basis, not recurring meetings. The conference room behind Deb Nordgren's office seats 12-14 people and can be reserved for meetings. Contact Lori Hughes at Ext. 8310. Policies and on-line reservation are available at <http://www.uwsuper.edu/library/>.

2) Academic Department Policies

Gloria Toivola will spearhead a project bringing together campus policies into one single reference. Chairs will be asked to provide the academic policies their department is currently operating under.

3) Eight Pillars of Faculty Success

During new faculty orientation, the Provost discussed eight items he focuses on during his review process when evaluating faculty. The Eight Pillars for Faculty Success were distributed to Chairs and can be copied and forwarded to faculty in the departments.

Faculty work week schedules were discussed. Forms for faculty and teaching academic staff to record their load and assignments for 2009-10 will be sent out (located on-line on Provost's website at <http://www.uwsuper.edu/provost/communication/notices-and-forms.cfm>). Forms are to be completed each semester, signed by the Department Chair, and forwarded to the Provost. First semester forms are due the end of September.

4) Higher Learning Commission Visit

- A 2-day visit scheduled for April 2010
- Principle question will be how we have progressed in the liberal arts mission of the university. They expect to see a summary report of our progress and what we are moving toward.
- Will have a resource room to document what we have done.
- Will have another accreditation visit in 2012-13.

5) Assessment Plan

- One of the most critical areas to respond to for the Higher Learning Commission visit is our assessment plan and how we are implementing the liberal arts concepts. Common learning objectives need to be determined for the institution as well as the gen eds and programs. Faculty Senate has been addressing this issue and hope to finalize the campus goals this semester. Questions to be answered--what is a liberally educated UWS student? What should a liberally educated person come away with?
- All departments need to determine common learning goals for their disciplines. A Departmental Program Assessment sheet was distributed to be used as a guide. Suggestions for assessment:
 - Goal is to assess the success of the program not the student.
 - Start out simple with just a few goals—up to five.
 - Develop a rubric with outcomes listed vertically and other scales listed horizontally
 - Set up syllabi to attach to rubric.

- Use the senior year experiences.
- A good starting point might be the SSCI process.
- Use on-campus expertise. HBJD has gone through this process--contact Liz Blue or Monica Day Roth. Business and Economics can assist—contact Greg Trudeau or Jerry Hembd.
- Use an outside expert such as Barbara Walvoord; consult with Chairs at other System universities or COPLAC institutions.
- Contact the Provost with other suggestions or requests.

6) Annual Reports

Chairs are to forward their annual reports to the Provost. A short report following the “Goals for Academic Departments” with emphasis on department assessment plans would be acceptable.

7) Budgets

- Individual department budgets were distributed and include all funds available--S&E, work study, student assist, course fee accounts (course balance), and Foundation balances as of July 1. It does not include distance learning revenue sharing.
- S&E allocation utilizes the formula recommended by Faculty Senate based on \$1200 per fte as a base allocation, with special needs (Senior Year Experience) recognized.
- Budgets do not carry forward; must be spent before end of fiscal year or will be lost.
- Foundation has lost 30% of their assets; will have to cut scholarships, discretionary dollars, as well as other budget items.
- Will be moving more expenditures to program revenue such as summer college. A faculty/staff committee has been working on restructuring summer college so it makes the money that is spent.

Discussion:

- Suggestion that the formula or model for determining budgets should be readdressed or that S&E budgets be based on number of majors rather than fte. (Senators should make requests to Faculty Senate).
- Jan Hanson deserves a lot of credit for sound financial decisions for this campus. Enrollment went down and still end up better than we could have.

8) Academic Affairs Council Requests

The Provost and/or Rhoda Robinson will be attending as many AAC and Faculty Senate meetings as possible in order to be more aware of issues that may have a fiscal impact on the university or the curriculum. He asks Chairs to meet with him on any proposals that would financially affect the university, such as new courses that would impact rotations, personnel needs, etc., in order for the Provost to address any fiscal issues that may arise. He would like this conversation with Chairs before it goes to the Budget Committee.

9) Continuity of Learning

There have been on-going campus discussions on how to handle an outbreak of the H1N1 Virus and how to continue curriculum if a large number of faculty or students are unable to come in. Some faculty are placing their lectures on the web (YouTube University). The Chancellor will email faculty and staff with updates.

10) Other Items

- Enrollment is very good; close to where we were many years ago.
- Quality of students is up; 1/3 of students attained a 26 on their ACT.
- Need to concentrate on keeping the academically and gifted students at UWS.

10) Next Meeting - Monday, September 14, 2009, HWC 2420

Department Chairs Meetings for 2009-2010 Fall/Spring - the 2nd and 4th Mondays of the month.