

Academic Council
Charleston Campus
Wednesday, January 25, 2006

Members Present: Mike Richards, Thomas Brown, Peg Pankowski, Clarissa Erwin, Fran Brown, Paul Pate, Chris Kelly, Charles Okeke, Eun-Woo Chang, Debra Solt, Terry Norris, Joe West, Joanne Vuillemot, Joan McGee, Mitzi Ware, Warren Hioki

Members Excused: Carlos Campo, Kathryn Jeffery, Hyla Winters, Chemene Crawford, Art Byrd, Darren Divine

Invited Guest: Tom Peacock, Tina Petrie, Diane Fruth, Colleen Carpenter, Diane Fruth, Don Voyles

1. Dr. Richards opened the meeting at 8:55 a.m. with the Dean's Training. Academic Deans and Directors are invited to participate in this training. Thomas Brown, Eun-Woo Chang, Peg Pankowski, Clarissa Erwin, Fran Brown, Paul Pate, Chris Kelly, & Charles Okeke were all present.

Dr. Richards began by explaining to the group that he invited a few folks from Human Resources to provide information and answer any questions they may have. He introduced Tom Peacock, Associate VP. Dr. Peacock began by introducing Diane Fruth, Diana Cox, Tina Petrie, & Colleen Carpenter. Dr. Peacock distributed an organizational chart asking the group to keep in mind that there will be some changes. He explained that there some people missing from the current org chart.

Diana Cox gave an overview of her area of responsibility. She explained that there will be another search committee training session on February 3, 2006. She explained that this training session will be videotaped just in case anyone could not attend. She also advised the group that they were recruiting 24 positions right now. There was a question and answer session on recruitment issues. Dr. Richards advised the group that he would look into creating a process on appointing Program Directors and assigning leadership roles.

Tina Petrie gave an overview and introduction on her area of responsibility. There was discussion on deadline dates for faculty evaluation. Ms. Petrie addressed those issues and advised the group that she would send a follow up email to the Deans.

Diane Fruth gave an overview and introduction on her area of responsibility. She explained the process on how to recruit for classified staff. A handout on recruitment was distributed to the group. Ms. Fruth provided the group with a document containing information that would further explain state personnel

issues. She explained reclassification to the group; Ms. Fruth provided the group with a document that further explained the process. More handouts were provided – A Guide for Classified Staff and A Supervisor’s Guide to Prohibitions and Penalties for Classified Staff. Ms. Fruth also explained that if anyone was supervising a classified staff member, they were required to take certain classes; she provided the group with information on Supervisory Training. She also told them that to make it convenient, State Personnel was willing to come on campus and train on the following Fridays, 2/24, 3/10, & 4/7. Everyone was asked to take a break before the general meeting started.

2. The group reconvened at 10:11 a.m. with Dr. Richards introducing a representative from Regis University, Mr. Don Voyles. Mr. Voyles gave an overview of Regis. He advised the group that there are locations on each side of the town, which makes it convenient for the students. He explained advantages for students that are transferring from CCSN to Regis. He also provided a binder of information to each Dean. Mr. Voyles left the meeting.
3. Dr. Richards asked if everyone had a chance to read the December 13, 2005 minutes and if there were any changes. Fran Brown motioned for the minutes to be approved. Peg Pankowski seconded. The minutes were approved.
4. Dr. Richards explained plans on offering 8-week blocks at Nellis; he asked that the deans take a look at this model and maybe try and offer more classes at Cheyenne. As back up, Dr. Richards provided a copy of our Spring 2006 enrollment report. He asked the group if while they put together the Fall schedule, if they would consider putting 4 and 8 weeks classes at the campuses.
5. Dr. Richards discussed how we could better balance our programs at the different sites. There was discussion on possible ways to balance the offerings. Dr. Richards advised the group that he would think about it and put together a subcommittee to propose a solution.
6. Chris Kelly spoke about faculty attendance to such events as graduation, convocation, etc. He explained that there were faculty that were not attending such events. Dr. Richards advised the group that in cases such as these, they should look at the evaluation process and make sure such incidents are well documented.
7. Dr. Richards distributed a draft copy of the academic calendar 2006-2007. He advised the group that he would take this draft to President’s Cabinet for approval.
8. Dr. Richards distributed a document on Faculty Qualifications. He explained that Eun-woo Chang attended a conference and brought back this information,

which provided good information to share. Dr. Richards directed the group to turn to page 13 of the document; he advised that this was a nice way to build a faculty roster.

9. Dr. Richards discussed the issue of due dates for grade rosters. He told the group that he didn't quite understand why it took 6-8 weeks for some rosters to be submitted. He asked the Deans to take a hard line to see that the rosters get in on time. He explained that this would help students.
10. Dr. Richards explained that after reading the Emeritus Status Policy, he realized that we should come up with a clearer process. There was discussion on this policy. Dr. Richards explained that he would try and make the policy explicit and then maybe take it to Faculty Senate.
11. Dr. Richards distributed a current copy of the Strategic Objectives and Plan for Academic Affairs. He explained that the committee met and updated the plan. He asked the group to read the document and give him their thoughts. He explained that all comments, additions, & deletions were due by February 8, 2006.
12. Dr. Richards discussed the 2+2 with NSC they were working on. He explained that in the past, NSC wanted to contact faculty members and it has now gotten out of hand. Because of this, there was a MOU drafted to help standardize this with our desire to still participate in a 2+2, but to make it more formal. Dr. Richards will update the group as it progresses.

The meeting adjourned at 11:58 a.m.

Handouts available upon request.