

ACADEMIC COUNCIL

Minutes

January 11, 2024

Present: Vicki Bingham, Edwin Craft, Emily Dabney, James Gerald, Ellen Green, Leslie Griffin, Tomeka Harbin, David Hebert, Chris Jurgenson, Kristen Land, Merideth Van Namen, Josie Welsh

Absent: Joi Phillips

Guests: Fawn Ussery for Joi Phillips

Call to order: A regular meeting of the Academic Council was held in the Janice Wyatt Conference Room on January 11, 2024. The meeting convened at 8:30 AM with Interim Provost Leslie Griffin presiding.

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Agenda	Motion to approve the agenda was made by Vicki Bingham and seconded by Tomeka Harbin. All in favor.	Approved.	
Approval of Minutes	Motion to approve the minutes from January 4, 2024, was made by Chris Jurgenson and seconded by Merideth Van Namen. All in favor.	Approved.	
Informational Item:			
Provost's Update	<p>Interim Provost Griffin provided the following updates:</p> <ul style="list-style-type: none"> - A Teach-Out policy and a Program Closure policy must be created, and both will need a lot of input to be created quickly, but correctly. - Josie Welsh previously provided a Teach-Out template from SACS, and the Teach-Out Plan draft will be vetted by Josie Welsh once it's ready. - Budget Ad Hoc Committee Recommendations: <ul style="list-style-type: none"> • The early retirement option and the open positions form were both approved by Cabinet. The open positions form should be forthcoming soon, but departments can already have their justifications prepared by that time. • For any position, please check with Lisa Giger in Human Resources and obtain in writing that the money is available in the line. • The Centennial campaign is moving forward. • The Internal Auditor has been identified and should begin working soon. • New regalia options were well received in Cabinet. There will be additional discussions with Communications and Marketing about other options instead of the university seal. • Expect spending to shut off sooner than normal. Please remember to spend responsibly. 		Leslie Griffin
Faculty Senate Update	Chris Jurgenson provided the following Faculty Senate updates:		Christopher

	<p>- Chris Jurgenson recently had a Zoom meeting with Manhattan College for different ideas to help with the budget as that institution is planning to restructure. Dr. Jurgenson will share the information he learned at the next Budget Ad Hoc Committee meeting.</p>		Jurgenson
Institutional Effectiveness and Planning Update	<p>Josie Welsh shared that diligent work continues on the Focused Report. She also asked that everyone respond promptly to the Assessment Fellows, Valarie Morgan and Janie Magee.</p> <p>The QEP was approved by Cabinet. The QEP Committee presented their idea of “Ask Okra” to Cabinet, which is a live chat to assist students. The live chat would be available past the university’s open hours of 8:00 a.m. to 5:00 p.m. and would be run by a generalist cross-trained on all campus support services provided. Each support service unit would provide a list of their most common questions with the answers. There will be a ticketing system for this service. Information and feedback are welcomed, but there are still things to consider, such as the need for a logo, and how to market this service to distance education students. The QEP team meets every Thursday at 2 PM and would welcome more faculty to attend to provide input.</p> <p>A motion to amend the agenda to add an “Old Business” item to Institutional Effectiveness and Planning was made by James Gerald and seconded by Chris Jurgenson. All in favor.</p> <ul style="list-style-type: none"> • Old Business: Curriculum Action Request for Suspension of BBA-HCA. A procedural error was made regarding a vote for the suspension of the BBA-HCA at the last Academic Council meeting. Motion to amend the agenda to discuss this item was made by James Gerald and seconded by Chris Jurgenson. All in favor. Discussion: The vote to approve the suspension of the BBA-HCA was not necessary and should have been an informational item since the item had already been approved by IHL. Motion to rescind the vote and deem it as an information item instead of an action item was made by David Hebert, seconded by James Gerald. All in favor. Tomeka Harbin will send Hayley Murrell the correct wording to add to the upcoming catalog for the BBA-HCA. 		Josie Welsh
Opportunities for Continuous Improvement:			
Action Items:			
OLD BUSINESS: Latin Honors for C2C	Emily Dabney presented the Scholastic Honors Policy with an edit stating that students who receive grade forgiveness for the Bachelor of University Studies	Approved.	Emily Dabney

	<p>program and through the Grade Forgiveness policy are eligible to receive Latin Honors. Emily Dabney made a motion to approve the change to the Scholastic Honors policy and James Gerald seconded. 11-approved; 1-nay; 0-abstention. Motion carried.</p>		
<p>OLD BUSINESS: Faculty Senate’s Proposal re: Collegiality</p>	<p>Chris Jurgenson presented the proposed Faculty Senate Collegiality statement for a second reading:</p> <p>“Collegiality is to be defined as the sharing of responsibility among colleagues while avoiding patterns of behavior that are of such a disruptive nature as to hinder members of academic units from fulfilling their core duties of teaching, scholarship, and service, or that hinder academic units from their academic mission. For a behavior to be deemed noncollegial, it must be ongoing and a pattern. The onus of proof is on evaluators if they deem a faculty member noncollegial. Collegiality will not threaten academic freedom, assume participation in social gatherings outside a faculty member’s normal scope of responsibilities, or necessarily be in conflict with criticism and opposition against anyone within the institution.</p> <p>A faculty member accused of noncollegiality shall be informed of the conduct that has been perceived as noncollegial. Further, it shall be the responsibility of the accuser and/or evaluator to provide specific examples that validate non-collegial conduct, and the faculty member shall be given the opportunity to address the behavior.”</p> <p>Interim Provost Griffin asked that Chris Jurgenson, David Hebert and Merideth Van Namen meet before the next Faculty Senate and Academic Council meetings to discuss how the statement would apply to the 2024 evaluation documents. At the next Faculty Senate meeting, senators should compare the collegiality statement presented with the definition of collegiality from the Tenure policy. This item will come before Academic Council again at the January 25th meeting.</p>		Chris Jurgenson
<p>Reorganization Proposal</p>	<p>The budget committee’s reorganization proposal was reviewed again. The proposal consisted of:</p> <p><u>Section 1: Proposed reorganization</u></p> <p>The colleges would be dissolved and converted into approximately seven schools that would be managed by a school director who reports to the provost. Departments and Divisions would be organized in a manner that ensures the schools are roughly the same</p>		Chris Jurgenson

size and share synergies in terms of disciplines and methodologies. The faculty would be consulted to determine the exact groupings so that the organization makes sense.

We propose the following stipulations for the school directors under the condition that these positions are not retooled deans. They are new positions with a new charge including responsibilities in recruitment, retention, grant pursual, school growth, and fundraising. Curriculum responsibilities, as they are now, would remain with faculty coordinators and curriculum committees. Personnel matters could either be in the charge of the school directors or rest with Academic Affairs.

Section 2: Cost savings

Eliminating all deans (except nursing due to accreditation requirements), associate deans*, department heads, corresponding secretaries, and associated discretionary budgets*. The dean and secretary salaries used in this calculation are from the FY2024 budget. Secretary salaries were averaged to \$28724/annually, and each chair stipend is set to \$15,000/annually. Fringe of 33% was also added to the calculations. See table below for an estimated total savings annually:

Deans	5	\$ 425,839.40
Dean secretaries	5	\$ 191,014.60
Dept chairs	17	\$ 339,150.00
Dept secretaries	15	\$ 573,043.80
	total	\$ 1,529,049.80

*Not included in these numbers

Section 3: Reorganization costs

The director's positions will have 12-month contracts. Benefits will include a \$30,000/annual stipend and a course load of one class per semester.

The estimated cost of this program, including the annual stipend and a secretary for each position, is shown in the table below:

Program directors	6	\$ 239,400.00
Secretaries	6	\$ 229,217.52
	total	\$ 468,617.52

Subtracting this cost from the savings in Section 1 results in an estimated net savings of \$1,060,430.

Comments included:

	<ul style="list-style-type: none"> - Interim Provost Griffin suggested considering the cost of rebranding and signage. She also reminded everyone of the importance of considering the viability of programs. - David Hebert stated that this proposal didn't consider that the university is currently faculty-heavy. - James Gerald said that it is hard to discuss reorganization unless we better understand what programs will remain to reorganize. <p>James Gerald recommended tabling the reorganization proposal until we know what programs are being reviewed, but to continue thinking of ways to reduce costs. David Hebert seconded the recommendation to table. All in favor.</p>		
Distance Education Policy	David Hebert presented a draft of the Distance Education policy that the Distance Education Committee had been working on. Several recommendations for edits were made and David Hebert welcomed further edits to be sent to him via email. This item will come before Academic Council for a second reading on January 25 th .		David Hebert
Discussion:			
Announcements:	<ul style="list-style-type: none"> • Honor Band is scheduled for next week. Dean Green encouraged everyone to attend. • Student Success is hosting an open house next Thursday. • Emily Dabney has submitted her resignation. Joi Phillips will serve as the Interim Registrar and Fawn Ussery will serve the library in an interim capacity. • A chair training session is being planned. There will be a panel discussion on best practices. David Hebert will be reaching out soon. Interim Provost Griffin also asked David Hebert to review literature on best practices in the meantime. 		
Adjourned:	11:14 AM		
Next Meeting:	Thursday, January 25, 2024, @ 8:30 AM.		