Academic Affairs Leadership Team Minutes
April 25, 2012
9:00 a.m.
Provost’s Conference Room

Guest: Pam Caldwell, President of the Staff Senate – Dr. Minner opened the AALT meeting with the introduction of Pam Caldwell Staff Senate President. Dr. Minner wanted to thank Pam and all the members of the Staff Senate for all of their fine work. Dr. Minner asked if the Staff Senate had any questions for the AALT group. Pam stated no there were no questions. Dr. Minner welcomed Pam to stay for the AALT meeting. Pam decided to leave and asked the AALT group if they had any questions of her or the Staff Senate. There were no questions, Pam appreciated being invited to the meeting this morning and will relay the message of “Thank You” back to the other committee members.

1. Reminders/Follow Ups From Previous Meeting(s):
   a. searches
      i. VPEM update – Dr. Linville stated that everything was on track and moving along well.
      ii. dean’s search update – arrival of second candidate this evening. Remember the lunch scheduled for Friday, 04/27/12 with the Deans
   b. summer school
      i. any final issues/questions? – continue to work on the new model for summer school – look at revenue sharing. Dr. Minner wants to submit a brief proposal to Richard and President Kyle regarding the summer school model. Taking a look at an entrepreneurial model – which is different than how it has been handled in the past and currently. Jerry Kopf has volunteered to help in this case.
      ii. department chair concerns
   c. part-time faculty evaluation
      i. again...any issues/questions? – we have a process in place – Dr. Minner will report on this.
   d. summer retreat: - currently being worked on
      i. date: June 29 @ 9:00 a.m.
      ii. location: TBD

2. Enrollment Report – James Pennix gave an update on the enrollment numbers. The Highlanders Days have been an outstanding success. All of the feedback has been very positive especially from the parents. Dr. Minner would like to take a look at Highlanders Days to see if there is anything we can add to make the visit even better.

3. Budget (Ms. Phillips) – Connie passed out report on where Academic Affairs stands on a current total of funds remaining in the college budgets. Special note was made regarding orders that may need to be entered for payment for this fiscal year need to be entered into eVA by May 4, 2012. Please communicate this to your department chairs. Also remember that some of charges will be deducted for credit card charges. Please discuss with Connie should you have any additional questions regarding your budgets. Dr. Minner requested feedback on is there
anything the Provost Office can put into place or next year that will make this easier for everyone. Just remember if you have any additional funds in your budget these can be used for summer school. The goal is to have summer school work for us – want to make money on summer school.

4. Faculty Evaluation Of Deans – Dr. Minner opened this for discussion. Dr. Scartelli advised that last year these were not shared with the Deans. The Faculty does not want the “Faculty Opinion of Deans” to be shared since they feel they would not be able to express themselves honestly. They used to be reviewed by a Committee (a committee member could not be from the College of the Dean in which they were reviewing) and the Committee would produce a summary of the Faculty Opinions. However, that was found to not work very well. Dr. Minner advised that he will discuss this further with Rick Roth to get a better idea of what the faculty want to do with these data. Dr. Minner stated that he is currently working on the Deans evaluations and shared with them how he was proceeding. His evaluation will include management (fiscal, personnel, etc.), unit performance (performance of faculty scholarship, grants, etc.), dean’s professional development, and others. The data from faculty evaluation of deans will be another source of data for the evaluation.

5. Ipads (Dr. Linville) – two members of his staff were denied Ipads. It was noted that Dr. Linville should submit the justification form and forward this information to Dr. Kennan for review.

6. New Chair and Continuing Chair Training (Dr. Kennan) – A training date has been set for August 20, 2012 for new Chairs and Chairs interested in any refresher training classes. The training areas would be in the areas of cognos, banner, and eVA.

7. Breakfast items in the Bonnie for Commencement on May 5, 2012 for all faculty @ 8:00 am (Dr. Kennan) – this is being set-up for the students, parents, and faculty as a meet and greet area so everyone can socialize with the faculty – set-up for 1200 people

8. Charlie Cosmato Note For Deans - Summer Faculty Development Institute for Online Course Development (Dr. Kennan) - email was sent to you from Dr. Kennan’s office pertaining to the schedule for the Summer Faculty Development Institute for Online Course Development. Please reference this email for all the details.

9. Advising Coordinators (Dr. Kennan) – Dr. Kennan is working closely with the Advising Coordinators. Academic Affairs has provided registration funds for them to attend a one-day training at Virginia Tech.

10. Commencement (Dr. Kennan) – Dr. Kennan requested for the Deans to provide to him the number of faculty that will be in the processional line. Jorge Coartney will need this number so we do not have a large amount of unoccupied chairs. Please note we will be lining up in a different location then from last year. Faculty Processional: If you are participating in the Main Commencement Ceremony processional, please arrive at the Tyler Avenue side of Draper Hall, between Ingles and Draper halls, at 9:30 a.m. Dr. Grady requested that Dr. Kennan find out if the time can be adjusted for next year that the walk thru be at 3:00 pm verses 4:00 pm. This is due to a close timing of persons wanting to attend other celebrations on campus. Jo Kiernan has advised Dr. Kennan the walk thru for Spring 2012 will be at 4:00 pm on May 4, 2012.

11. Our Own Professional Development. Friday May 11th at 5pm at The River Company (Tuchman paper). Those who can attend should invite a faculty colleague. This is totally optional. – Dr.
Minner reminder everyone of this scheduled get together at the River Company – please remember this is optional to attend.

12. Celebration Of Promotion/Tenure
   a. May 2 from 5-7:00 p.m. @ Minner’s – come one come all to the Minner’s for the celebration of the promotion and tenured faculty. We will be congratulating our fellow faculty members on their accomplishments and provide them with a photo of the evening.

13. SACS – Working on Academic Assessment – plan on new structure: possible Institutional Effectiveness position to support academic assessment. To oversee assessment for Core, QEP and majors. We will be holding a Forum in Fall 2012 on SACS. A copy of the SACS report was requested, Dr. Minner will forward out the copy to everyone.

14. NCI – They are currently working on getting a new structure building built.


16. New faculty awards program: Sam is working on a proposal and when complete, he will send to John Cox and President Kyle for review.

17. SORTS (Students on the Road to Success) program – needs a new home – possible Davis Hall location.

18. TTAC (Training and Technical Assistance Center) – coming onto campus – possible Whitt Hall location.

19. Good Of the Order
   a. Friday 04/27/12 Library Research Awards. Dr. Minner will be speaking at this event.
   b. Farewell to Whitt Hall Friday 04/27/12 from 11 – 2:00 pm there will be Hotdogs and beanbag tournament
   c. Planning funds for the New Humanities building – it is a go
   d. McGlothlin Celebration of Teaching – went very well on April 19, 2012
   e. Discussion on how do we celebrate people who are retiring – currently the Colleges set-up their own farewells. This is an item that needs to be visited to see if we can come up with a better system. Dr. Kennan has spoken to the Council of Chairs for them to discuss this matter further. Some ideas would be to have Christy Jackson write up a piece about the retiring faculty member and capture their reflections of their time at RU
   f. RU Chamber Winds Concert tonight at 8:00 pm 04/25/12
   g. Research Banquet went well
   h. Green Campus Award