

Agenda
Academic Department Heads Meeting
January 11, 2012
1 p.m., UC 221

1. Follow-up to Degree Qualifications Profile
2. Summer school options – where are we?
 - How can academics be integrated into athletic camps?
3. Updates:
 - a. Higher Learning Commission:
 - 1) Terminal degrees
 - a) How define experience in lieu of degree; process for evaluation
 - b) What about instructors?
Handbook definition (Section III.D.1.a.): “Instructor - Master’s degree or other appropriate degree for the Faculty’s discipline plus demonstrated competence in the field of specialization and capacity for teaching.”
 - 2) Additional data requests:
 - a) Student projects - R drive folder titled HLC Materials-Dept Heads will have subfolder for Student Projects for narrative and spreadsheet for AY 2010-11; due February 28
 - b) Travel funds projects - R drive R drive folder titled HLC Materials-Dept Heads will have subfolder for Travel for narrative and spreadsheet for AY 2010-11; due February 28
 - c) Consistency of delivery – on-going through spring
 - d) Release time spreadsheet in Department Head folder on R drive (if none, please so indicate on spreadsheet)
 - b. Lecturer evaluation
4. Interpretive Guidance on Faculty Sick Leave Reporting (see attached draft on following page – February 1 feedback)
5. Faculty evaluations (see below)
6. Feedback on Academic Department Head Resource Guide

Upcoming Activities/Due Dates:

February 1 (Wednesday), 7:45 a.m., LHH 222 – next meeting
March 2 (Friday) - Faculty evaluations due to AA
March 16 (Friday) - Academic department head and director evaluations due to AA
April 25, 2012 (Wednesday) – Student Showcase

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**Faculty Sick Leave Reporting Guidance Statement
(finalized statement to be included in Interpretive Guidance Section of Professional
Personnel Handbook)**

For the purposes of recording sick leave in accordance with the CMU Professional Personnel Handbook policy on sick leave (Section V.E): If a faculty member is unable to perform their duties on campus for an entire day due to illness, he or she will record that day as one day of sick leave. If a faculty member is unable to perform their duties on campus for part of a day due to illness, he or she will record that day as half of a day of sick leave. Because faculty perform their tasks and develop their expertise in a wide variety of locations on and off campus, for the purposes of the sick leave policy, the performance of duty referred to in this guidance covers teaching classes and holding office hours.