

**Agenda**  
**Academic Department Heads Meeting**  
**February 1, 2012**  
**7:30 a.m., LHH 222**

1. Updates:
  - a. Degree Qualifications Profile
    - 1) Preliminary results from survey of faculty
    - 2) Cyclical assessment reference on DQP matrix 2 (e.g., even # years)
  - b. 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 Department Head folder will have subfolder for Student Projects for narrative and spreadsheet for AY 2010-11; due February 28  
- Include research support for faculty-sponsored student research projects
      - b) Travel funds projects - R drive Department Head folder 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)
      - e) Faculty vitas - past due
  - c. Lecturer evaluation
  - d. Department audit of 2007 - 2011 program sheet information in CAPP - complete by 2/29 – see message to DHs from Holly Teal
  - e. How can academics be integrated into athletic camps?
  - f. Status of search for Director of Assessment
  - g. Early Alert System reporting - see dates below; participation as part of faculty evaluation
  - h. Program sheet and catalog updates  
- new link in “About this major” box to websites on “what do I with this major?”
2. Talking about Teaching survey - ~ February 9 distribution to faculty members on topics of interest
3. CMU credit hour policies – federal compliance
4. Interpretive Guidance on Faculty Sick Leave Reporting (see attached draft on following page) (Tim Casey)
5. Electronic course evaluations pilot spring/summer 2012 (Sonia Brandon, Kelly O’Connell)
6. Dedicated sections for underprepared students
7. Introduction: Peggy Lamm, Director of Development

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Upcoming Activities/Due Dates:

February 15 (Wednesday), 7:45 a.m., LHH 222 – next meeting  
February 7 – 10 – Optional 3 week Early Alert reporting  
February 17 (Friday) - Feedback on Academic Department Head Resource Guide due  
February 21 – 24 – Mandatory 5 week Early Alert reporting  
March 2 (Friday) - Faculty evaluations due to AA  
March 16 (Friday) - Academic department head and director evaluations due to AA  
March 19 – 22 – Optional 8 week Early Alert reporting (delayed due to spring break)  
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.