

Agenda
Academic Department Heads Meeting
February 15, 2012
7:45 a.m., LHH 222

1. Visit by President Foster - Honors programming; lecturer evaluation
2. Updates:
 - a. Higher Learning Commission:
 - 1) What about instructors? Can we finalize?
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."
followed by subsequent paragraph beginning: " Exceptions for individual Faculty members . . . recognized excellent quality." (see p. III-3 of PPEH)
 - 2) How define experience in lieu of terminal degree for ranked faculty? Can we adopt the "exception" language from the handbook? What is the process?
 - 3) CMU credit hour policies – federal compliance (see attachments)
 - 4) 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 - Who will start a draft?
 - d) Faculty vitas - past due; lecturers' and staff vita distribution next
 - b. How can academics be integrated into athletic camps?
 - c. Early Alert System reporting - see dates below; reports from IR on faculty participation
 - d. Program sheet and catalog updates
 - 1) Link to site on "What Can I Do with This Major?"
 - 2) Due dates:
 - a) Program sheets - no curriculum changes: to depts., 2/17; response, 2/29
 - b) Program sheets – w/ curriculum changes: to depts., 3/2; response, 3/27
 - c) Catalog - programs of study section: to depts., 4/27; response, 5/15
 - d) Two-Year Course Matrix: to depts., 2/17; response, 3/30
 - e. Talking about Teaching survey ~ February 27th due date for faculty members to respond
 - f. Program mission context for student learning outcomes
 - g. Feedback on Academic Department Head Resource Guide due February 17
3. Faculty liaison for each department needed - responsible for 1) reviewing the ISEP applications and course request lists for incoming students and 2) providing AA with list of approved upper division courses for those students
 - AA will work with Registrar's Office so students can register through MAVzone

4. Program approval information

a. Draft – new program approval:

1) Current criteria in need of elaboration for program approval

a) Demand

i) Employer need/demand - evidence such as:

- a) identification of several potential employers of program graduates;
- b) projected regional and/or statewide need for graduates from current labor market analyses and/or future workforce projections/studies – potential source: <http://www.occsupplydemand.org/>;
- c) surveys made by external agencies;
- d) letters of direct employer support may be used. Include letters indicating the availability of positions for graduates of the proposed programs, signed by individual in a senior position of authority.

ii) Student demand - evidence, such as surveys of potential students; what is the student population served by program implementation.

- b) Similar programs within the state - rationale reflects that proposed program demand cannot be met by another program (i.e., that implementation of program is not an unnecessary duplication).
- c) Description of learning resources needed for implementation. Scope and quality of library holdings, laboratories, clinical facilities, and technological support as applicable.
- d) Program admissions requirements (if any beyond admission to institution).

2) Other criteria for program approval as appropriate

- a) Program strengths, special features, innovations, and/or unique elements.
- b) Relationship of the proposed program to existing programs on campus.
- c) External agencies, such as program accreditations, professional associations, as well as licensing requirements that have helped shape the program's curriculum (i.e., effects such as length of the program, on program content or mode of delivery, etc.). Do faculty members anticipate seeking program accreditation at appropriate date?

3) Criteria to be added as an element in the program approval process due to HLC & USDOE

- a) Program/course requirements as defined by the Higher Learning Commission's policies on credit hour and course location policies (attached)
- b) Program's student learning outcomes

Note: Differentiating learning outcomes by degree level (HLC criteria 3.A.1-3) and commitment to ongoing assessment and use of results (HLC criteria 4.B.1-4)

b. Program review process

4. Peggy Lamm - Alan Simpson luncheon

Upcoming Activities/Due Dates:

March 7 (Wednesday), 7:45 a.m., LHH 222 – next meeting
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
