

**Agenda**  
**Academic Council Meeting**  
**December 2, 2015**  
**7:45 a.m., LHH 302**

- I. Updates
  - A. HLC - faculty activity data collection
  - B. Commencement student stories
  - C. Reminder: CMU/WCCC terminal degree/alternative credentialing revisions – due February 1
  - D. December 16<sup>th</sup> meeting
  - E. Faculty professional development sessions (**RSVP by January 7**)
  - F. Schedule for Jeff Rosen visit

**Friday, January 15, University Center Ballroom**

10:00 - 10:50 a.m.

**Professionalism & Classroom Management Strategies**

Strategies for how faculty can model professional behavior and engender it in our students.

Panelists: Blake Bickham, Morgan Bridge, and Russ Walker

11:00 - 11:50 a.m.

**Effective Constructive Criticism**

Strategies for helping students understand, embrace and apply constructive criticism in the classroom.

Panelists: Jeremy Franklin, Eli Hall, and Paul Kraft

12:00 noon - 2:00 p.m. - Panel Discussion and Lunch

**Dealing with Volatile Students**

Strategies for diffusing highly charged conversations, emotionally charged conversations or confrontational students.

Panelists: Bob Lang, Pua Utu, Dana VandeBurgt, and Steve Werman

- II. Update on Working Group on Academic Department Head Feedback (draft of process below; revised draft instrument attached)

The process for collecting feedback on the work of the Academic Department Heads (ADH) will occur in September, with feedback solicited on half of the ADHs each year. Doing so at this time of the year allows for a newly-appointed ADH to complete a year before feedback is collected. Collecting feedback on alternating years allows time for ADHs to address items noted in the previous feedback cycle. The Vice President for Academic Affairs will send a message about the the process to the appropriate department faculty by September 1, with September 20 as the deadline for input.

The feedback instrument is based on criteria that can be observed by department faculty members, though not all faculty members will necessarily all survey items. In instances where a faculty member has not observed a particular activity, s/he should indicate “not observed.” Faculty members have the option of submitting only written feedback in the spaces provided in each area for which feedback is requested. The feedback will be collected using an electronic survey form. Statistical summaries will be generated by staff in the Office of Institutional Research, but a minimum number of responses will be required for results to have validity. Numeric and written feedback will be known only to the Vice President for Academic Affairs to allow for potential follow-up. Feedback will be anonymous to the Academic Department Head.

The Vice President for Academic Affairs will then meet with each Academic Department Head to discuss the areas of strength and needed improvement based on the feedback.

- III. Finalizing OTE – mentor prerequisites (Gillian McKnight-Tutein) – see attached draft
- IV. Potential online programs (Gillian McKnight-Tutein)
- V. Identify limited set of courses that have assignments early in the semester – for proposed 3-week Early Alert

\*\*\*\*\*

Upcoming Dates and Deadlines

December 16 @ 8 - 10:30 a.m., LHH 302 (breakfast included)

January 14 (Thursday), time TBD – meeting with Jeff Rosen, HLC Vice President for CMU

January 15 (Friday) – Faculty Professional Development workshops

February 1 - Retention updates due