

**ACADEMIC AFFAIRS COUNCIL**  
**Wednesday, 27 August 2003, 9:00 a.m.- 12:00 p.m.**  
**WA 303**

**NOTES**

**Attendance:** Scott Olson, chair, Susan Coultrap-McQuin, Jane Earley, Terry Flaherty, John Frey, Kaye Herth, Scott Johnson, Mike Miller, Joan Roca, Warren Sandmann, John Winkworth, recorder  
**Guest:** Denise Schlake, Vice President for Student Affairs

**1. Announcements:** **a.** Vice President Olson distributed the approved Administrative Meet & Confer assignments. **b. General Education in Nicollet:** Assistant Vice President Sandmann called the group's attention to an announcement in The Free Press. Fond du Lac Tribal and Community College is offering courses in Nicollet. They are using teachers from Nicollet High School. Qualification of instructors continues to be an issue of concern. The system needs to be consistent in the rules governing program offerings. An objection to the Fond du Lac arrangement because of their encroachment into our geographical region likely will result in a request that MSU offer the courses. There is a question about MSU's willingness to offer the courses. Is our concern the loss of FTEs or the fact that students might come here under-prepared? Both are a concern. Action step: We need to invigorate our distance learning efforts. We're still ambivalent about the importance of PSEO students. It is important to consider targeting programs for growth, e.g., Modern Languages. **c. Approval of August 20 Notes:** Copies were distributed to Deans for final review. Comments are needed by Wednesday the close of business. The notes will then become final and available on the web.

**2. Discussion Items:** **a. Preventing Workplace Violence (M. Miller)--**Dean Miller led a discussion about what can be done to prevent workplace violence. There is a concern with the vulnerability of staff. Gustavus Adolphus has a panic button approach where administrators can summon security personnel to assist in emergency situations. Training in how to diffuse difficult situations is needed at MSU. A question on the panic button approach concerns who gets them and how would they work. This is the topic of the chairs' workshop this fall. On the issue of technology, is there a recommendation? (Question for next week with Lori Lamb.) Also there is a need to do some research on other practices throughout the country). **b. State Work Study Allocation--**Assistant Vice President Winkworth summarized the work study allocation process to date. The allocation was based upon the use of student employees last year. The individual award amount has been increased to 15 hours/week. There do not appear to be sufficient students to meet the dollars available. Communication can be improved. The Deans requested a list of the allocations. They would like to consider allocations to colleges instead of directly to departments. What about the required skills? Is this really used and is it necessary? What about the payback by departments—20%? Assistant Vice President Winkworth will ask Assistant Vice President Kinne in Finance and Administration for additional information on this subject. **c. Classroom Security--**Do we lock classrooms or not? Vice President & CIO Mark Johnson states there is sufficient

security with the technology in current classrooms. We will provide Security with a list of classrooms to leave open. We will wait to see what happens.

**3. Lori Lamb Discussion:** The following topics were suggested for next week's meeting with the Director of Human Resources: Handicapped Accessibility; the relationship between HR and Academic Affairs on faculty searches; initiatives to change campus culture and climate; building the appropriate paper trail for personnel actions (Do personnel evaluations matter? will HR support us if we make negative recommendations?); professional development opportunities for staff, leadership groups, etc.; relationship between HR and Affirmative action.

**4. Process Item--Promotion:** There was general discussion on the subject. Variability in the records of applicants for promotion could result from different expectations at the time of hire. It requires respect from those with whom you work in all five criteria. **a.** Tenure is based upon a demonstrated cumulative record of positive performance and professionally competent achievement consistent with the goals of the University over the duration of the probationary period on the five criteria. **b.** Promotion is based on a demonstrated cumulative requisite record of professional performance and high achievement appropriate to the relevant rank. Meeting the expectations of the department is important. The tenure and promotion workshops are an excellent source of information on the subject. New Deans often experience a special challenge where the culture in the college needs to change and align itself more with the academic expectations of the University.

11:00 a.m.

**5. Guest: Dr. Denise Schlake, Vice President for Student Affairs, Discussion Topics:** a. AAC Thoughts on Students Affairs, b. On-Campus Housing Shortage, c. Strategies for Recruitment and Retention of Outstanding Students. Vice President Schlake commented on the shortage of on-campus housing. There is a general concern with not having sufficient housing for new freshman students. With data showing that students in residence halls get higher grade point averages, this failure to house new freshman students may be a retention issue. To handle the overflow, initial assignment to lounges is limited to 28 men and 28 women. These students will be placed in a regular room within five-six weeks. The campus needs to consider whether or not to cut off the number of upper class students to make more spaces for new frosh. This decision should be based at least in part on the purpose of residential housing. AAC supports an emphasis on new frosh. Vice President Schlake: All students bring "stuff". They have need for bigger rooms, and for more privacy. We should consider designing learning communities in smaller groups. AAC questions: Do new housing plans include academic space? How soon can we expect new on-campus housing options? Vice President Schlake: The movement in the profession is to more integrated living/learning options. The Nebraska System has two examples of these kinds of facilities, both privately funded. On the construction of new options, the first alternative is to rehabilitate current space. New buildings would follow but we do not have any firm date. AAC comment: There is a concern that admission policies appear to be driven by

housing availability. While housing is part of the mix, we're not sure this is the way it should be. Vice President Schlake asked if we have the classes for these additional students this fall? AAC response: The general sense is that we do. Future growth is dependent in large part on having sufficient instructional space. AAC comment: The late admission of transfer students does present a problem. Some portion of new transfer students come with relatively few credits. Vice President Schlake: Attracting high ability students requires more funding support. Leveraging financial aid dollars might be an option. AAC comment: Contract admissions people do quite well but those above this level do not have as high a level of success. There is the question of admissions standards. Vice President Schlake: Do you have any thoughts on Student Affairs? AAC comments: There is a need for openness and better communication. In the past we have been kept in the dark on issues. Need to ask ourselves about how the other aspects of the campus could be involved. Assessment? VP Schlake: The National Study for Student Engagement is a related piece. AAC: NCA/Higher Learning Commission – a joint assessment committee might be something to re-consider. We need to coordinate better with Admissions, Registrar, and International Student Office. Thank you, Dr. Schlake.

AAC Visitors' Schedule (11:00-12:00 time slot):

September 3	Lori Lamb, Human Resources Director
September 24	Mark Johnson, Vice President for Technology/CIO
October 15	President Richard Davenport
November 5	H. Dean Trauger, Vice President for Finance & Administration

To be scheduled: Tracy Pellett, Faculty Coordinator of Academic Assessment

Meeting adjourned at 12:00 p.m.

**Next meeting: 3 September 2003, 9:00-11:00 a.m., WA 303  
11:00 a.m.-12:00 p.m., Guest: Lori Lamb, Human Resources Director**