

**Academic Affairs Council**  
**Wednesday, September 21, 2005**  
**9:00 – 11:00 a.m.**  
**WA 303**

**NOTES**

**Present:** Scott Olson, chair, Jane Earley, John Frey, Kaye Herth, Scott Johnson, Mike Miller, Joan Roca, Warren Sandmann, Bill Wagner, John Winkworth, recorder  
**Guest:** Tracy Pellett

**1. Review of Agenda and Adjustments**—No adjustments were made in the agenda.

**2. Information Items**—**a. Extended Learning Initiatives and their Impact on Colleges:** This topic was suggested as a future agenda item. **b. Memorial service for the AMET Students:** The memorial is next Tuesday (September 27) at noon in the Taylor Center. Dean Frey encourages broad participation. The Vice President will send an all-campus communication to the campus encouraging participation. He will coordinate this with FA President Bohnenblust. Efforts will be made to coordinate something similar with MSSA student government. **c. COE:** Dean Miller reported three items—1) The COE Adjunct and new faculty handbook is available; 2) The dean will be presenting search committee training with Kenneth White for departments in the college; 3) There is a group of faculty in the college who have been looking at how to improve the quality of on-line offerings.

**3. Approval of Notes from September 14 AAC Meeting**—The notes are recommended for approval.

**4. Discussion Item: Summer Allocation for FY07 (J. Winkworth)**—*Objective:* Discussion of allocation process. *Desired Next Step:* Recommendation on allocation. AVP Winkworth distributed three pages of information regarding summer: 1) A Five-Year Credit Hour Summary; 2) Draft of FY2007 Summer Position Allocation; 3) Worksheet on Summer Credits Required to Cover Instructional Costs. The summer process was discussed. Deans expressed interest in receiving information on the performance of departments. This information along with surplus distribution recommendations will be made available once the vice presidents have reviewed the information.

**5. Guest: Tracy Pellett**—**Topic: Assessment Report Update:** In recognition of his five years of service Dr. Pellett received a certificate and a purple MSU Mankato mouse pad presented to him by Assistant Vice President Sandmann. On the main order of business, Tracy provided deans updates on the Assessment of Student Learning Reports for the programs in their college. In addition he distributed copies of the Target Levels for the five basic questions, and an Executive Summary that he discussed. Ninety-eight percent of programs have submitted reports/plans, up from 84% the previous year. Reports on average met the rubric target for “Writing Measurable Outcomes” and

“Results”. This is an improvement from the previous year when only “Writing Measurable Outcomes” met the rubric target. Thirty-eight percent of the programs (59/157) met the rubric target in all categories, compared with 9% (14/155) the previous year. Tracy agreed to send electronic copies to each Dean for subsequent distribution to programs. HLC’s focus will be on C. “What was learned?” And D. “What will the department do as a result of that information?” The University-wide data base is going well. This data base now has a survey feature. Dr. Pellett identified a number of departments who currently are using this feature. (This is a possible topic for chairs’ workshops.) More updates will be provided in the future.

Break

**6. Report: Centers of Excellence—Objective:** Update Deans on status of Centers of Excellence proposal. *Desired Next Step:* Further writing of proposal. Dean Frey gave an update on the writing of the proposal in manufacturing engineering. He identified the five system partners we are working with. Five million dollars will be available to the MnSCU system for all four of the successful proposals. He will share the draft proposal with Deans as soon as it is available. The short timeline does present some challenges to adequate consultation.

**7. Open Discussion—****a. IFO Negotiations:** Some progress is being reported. **b. HLC:** Dean Roca led a review of a form designed to collect data on faculty. Suggestions for changes were proposed. For individuals planning to review the drafts, please set aside significant blocks of time. **c. Normandale Relations:** Assistant Vice President Sandmann announced that chairs will be contacted regarding possible articulation agreements with programs at Normandale.

Meeting adjourned at 11:10 a.m.

**Dates to Remember:**

September 23-25 Family Weekend

October 1 Homecoming

October 26-28 MnSCU CAO/CSAO/Deans Fall Meeting at Ruttger’s Bay Lake Lodge, Deerwood