

Academic Assembly
January 28, 2013
2:05 – 3:35pm, STCN 210

MINUTES

Present: David Arnesen, Brenda Broussard, Mason Bryan, Carol Wolfe Clay, Karen Cowgill, Tito Cruz, Lynn Deeken, Terry Foster, Christian Halliburton, William Kangas, Kristi Lee, Michael Matriotti, Sean McDowell, Erik Olsen, Roshanak Roshandel, Rob Rutherford, Chris Stipe, John Strait, Jeremy Stringer

Minutes taken by Rosa Hughes

- I. Review of 1-7-13 Minutes
 - A. Remove extraneous “of” in item VI.C.
 - B. Approved with above correction
- II. Career Services (*Beth Kreitl and Carol Schneider*)
 - A. Developing a steering committee to make a recommendation by the end of June about how to integrate career training into the SU educational experience
 1. Seeking two faculty members appointed by AcA
 2. Two 1-hour meetings per month
 3. How to best utilize all the services of the university (marketing, advising, etc.)
 - B. Also seek to form several advisory groups, including undergraduate- and graduate-focused
 - C. Beth and Carol will send a description of the steering committee, AcA will nominate two faculty and vote on appointment at the next meeting
- III. Graduate Strategic Enrollment Plan (SEP) Update
 - A. Karen Cowgill is the AcA representative on the Graduate SEP Council
 - B. The council’s goal is to have a graduate SEP in place by June
 1. Draft will be circulated to the Academic Assembly when it is complete
 2. Present to the President in February and the Board of Trustees in May
 3. Three- to five-year plan
 4. Variety of programs and projects
 5. Emphasis on market demand, including online and hybrid course options
 - C. Concerns
 1. Specifically raised faculty resource concerns in addition to space and personnel
 2. Graduate enrollment
 - a. Differences between schools/colleges and between programs
 - b. Distinction between short term fixes and a long term strategy
 - c. Need to dialogue with local corporations about tuition reimbursement programs
 - d. Possibly develop programming for shorter-term, career-oriented certificates and badges to compete with online (sometimes free) education
 - e. Encourage community outreach to non-profits and small businesses for internships and professional training opportunities
 3. Lack of resources for faculty developing new graduate programs; administration and faculty should dialogue about this issue
- IV. Maintenance of Email Distribution Lists
 - A. Many people around campus are not receiving emails sent to university-wide email distribution lists that they should be included on (e.g ALL-Faculty, ALL-Staff)

- B. Updates to faculty distribution lists are made by Faculty Services, updates to staff distribution lists are made by HR
- C. AcA may need to speak with the Technology Committee representative, Chuck Porter, and Faculty Services
- D. Chuck Lawrence will contact Faculty Services and OIT to gather some preliminary information, then AcA can decide how to proceed with that information

V. Guidelines for Syllabi

- A. Correction: Learning Assistance Programs should be listed under the Academic Resources/Learning Commons area
- B. Compliance oversight for the syllabus guidelines will take place within schools/colleges
- C. Required by NWCCU to make course learning outcomes easily accessible to students
- D. Discussion
 - 1. Requiring faculty to communicate university policies invades the academic freedom to design one's own syllabus
 - 2. No distinction made between general student and faculty responsibilities, and those responsibilities that are course-specific
 - 3. The Registrar's website must be more transparent and easier to navigate, since it is where these policies are officially housed
 - 4. Students should be better educated about university policies and resources at the beginning of their college career, which is the responsibility of the administration (admissions, Registrar, etc.)
 - 5. Advertising policies may open the door to more grievances, but the prior evidence suggests not
 - 6. Syllabus is considered a legally binding contract in grievance processes
- E. A possible solution is a standardized information sheet, separate from the recommended syllabus guidelines
- F. Chuck Lawrence will incorporate the concerns and suggestions and bring a revised document back to AcA