

INSTRUCTION COUNCIL
June 29, 2007
101 Whitehurst Conference Room
MINUTES

Present: Pam Bowers, Bob Davis, Leigh Goodson, Christine Johnson, Jim Meinkoth, Shiretta Ownbey, David Thompson, Mark Weiser, and Gail Gates.

1. Assessment Council – Pam Bowers

Dr. Bowers noted that one of her job responsibilities is to improve the university assessment process which in turn improves effectiveness and sustainability of programs. Pam said that there needs to be more involvement from the colleges in the process and proposes a plan to increase involvement. Pam passed around a handout which asks for the colleges to appoint a college coordinator. This coordinator should have an understanding of assessment, initiate interaction with assessment coordinators and follow-up as needed and should have some authority within the college. The individual would need to attend Assessment Council meetings, participate in Assessment Council review of outcomes assessment for programs preparing for Academic Program Review and participate in faculty workshops/sessions on assessment. In addition the college assessment coordinator will be asked to provide written feedback on college programs on current assessment plan and 07-08 annual report as well as academic program reviews; provide written summary on program assessment outcomes; provide written recommendations on budget requests; and attend Academic Program Review meetings for programs in their college. Pam noted that this individual would have to be a faculty member and colleges can request additional monies to assist in funding this position in exchange for the individual's contribution as stated above. Pam asked that members discuss this with their deans and discussions will continue in future Council of Deans and Instruction Council Meetings.

2. Graduate Teaching/Research Assistants Eligibility, Contract, Policy and Procedures – Mark Payton

Dr. Payton handed out a proposed policy and procedure on Waiver of Resident Tuition for Graduate Teaching and Research Assistants, criteria for GAP Tuition Waivers, and two Graduate Tuition Waiver Agreements for 50% and 25% FTE. He began with the eligibility criteria and noted that the last revisions were made in an attempt to define graduate teaching and research assistants and to incorporate some of the verbiage from discussions in our last meeting. There was some concern about graduate assistants working outside their study of interest but all endorsed the proposal. Mark then asked members if they approved the revisions to the policy and procedure for Waiver of Resident Tuition for Graduate Teaching and Research Assistants and members noted that in section 2.02 they would like to see the number of hours change from 170 to 160 or a minimum of "at least" 16 weeks. Members noted that in section 2.03 it states that each fiscal year the amount of benefit will be determined by the Dean of the Graduate College and members asked if a minimum rate, possibly a minimum wage rate, could be determined 15 months prior to intended distribution. Members also suggested adding to section 2.01 "Benefit will not be paid before the Bursar's bill is due".

3. Transfer Probation Policy

Dr. Gates noted that the changes were made by Undergraduate Admissions and asked if there were questions. Members moved to approve the revisions.

4. Textbook Bill - HB 2103 Sections 2 & 3

The Governor signed the bill designed to reduce textbook costs and restrict faculty profit from textbooks. Dr. Gates asked members to share the bill with their colleges. The bill will become effective on November 1, 2007.

5. Faculty Requests for Early Course Openings in D2L

Because the open/close dates in D2L are set by the course dates in SIS there have been inquiries on how to handle exceptions in the event a faculty member needs to request permission to have a course opened early or remain open after the close date. There is a form available from Outreach or Information Technology (Tina Meier) to ask for a course to remain open after the official end of the class. Instructors who wish to open classes early must submit a course deviation request.

6. Other

In different publications and websites degree options are referred to as concentrations, specializations, and options. The Registrar's Office and the Graduate College would like for there to be consistency system wide and refer to it with the same name. Rita noted that she would like publications and SIS to refer to them as options and members approved.

Adjourn: 10:30 a.m.