

CAMPUS MEMO

MINUTES: COLLEGE COALBIN MEETING
Wednesday July 19, 2006, 2:00 PM
CRAG 321 – Anna Lou Blair Media Classroom

TO: College of Arts and Letters,
Carol Anne Costabile-Heming, Associate Dean
Andrew Cohen/Diane Strickland, Art & Design
Carey Adams/Kelly McNeilis, Communications
W.D. Blackmon/Kris Sutliff, English
Karen Buzzard/Jamie Bihlmeyer, Media, Journalism, & Film
Madeleine Kernen, Modern & Classical Languages
Roger Stoner/Rose Mary Owens, Music
Wade Thompson, Acting Head, Theatre & Dance

FROM: Enid Harris, Executive Assistant to the Dean

ATTENDANCE: Dean Newson-Horst; Carey Adams; Kelly McNeilis; Rose Mary Owens; Madeleine Kernen; Wade Thompson; Roger Stoner; Kris Sutliff; James Bihlmeyer; WD Blackmon; Andrew Cohen

DATE: July 25, 2006

CC: Dr. Belinda McCarthy, Provost

I Welcome by Dean Newson-Horst

- A. Introductions
- B. Announcements:
 - 1. Enid will take minutes.
 - 2. James Bihlmeyer invited COALbin members to attend the Gillioz Theatre today (5 p.m. – 8 p.m.) to allow selected Gillioz Project Partners an opportunity to sign the ceiling before the grand opening in October.
 - 3. Bill Alter, Director Office of Sponsored Research, guest presentation at 3 p.m.

II Notes from the Provost Direct Reports Retreat (July 12, 2006)

- A. Performance Parameters
 - 1. The Provost will establish University-wide Performance Standards
 - 2. Colleges can negotiate, with Provost, the College-wide parameters
 - 3. Department Heads are to prepare guidelines for performance parameters
 - (e.g.: how are graduate courses weighted?
 - (Supervision of theses?
 - (Student Advising?

Talk to your department faculty. Hold a discussion and come up with a report.
 - 4. Heads are to Prepare 5 standards for 3 criteria (teaching, research, service)
Define all of the criteria.
 - 5. Performance Parameters and Workloads are established by the Department Heads in collaboration with faculty members.

COLLEGE OF ARTS AND LETTERS

Craig Hall, Room 106

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B. Program Review

1. Thank you to Carey Adams for volunteering to be the first to test the new Program Review guidelines/process.
2. Strategic Plan--each educational unit should have a strategic plan inclusive of:
 - a. Mission Statement
 - b. Environmental/Self Assessment
 - c. Current Priorities and Objectives
 - d. Educational Outcomes for Degree Programs (Assessment Plans)
 - e. Implementation Plan
3. Annual Review—a concise report containing:
 - a. Accomplishments during the past year
 - b. Adjustments made to the unit's strategic plan, objectives, or programs
 - c. Goals and Priorities for the next year
4. Periodic Review—every 5-7 years and includes:
 - a. Unit Self Study Report
 - b. Strategic plan
 - c. Evaluation of planning and decision-making
 - d. Quality of degree programs, including instruction, research and public service, and other outcomes
 - e. Recommendations
5. Team Review (External to Unit)
6. Revision of Strategic Plan and Implementation
7. Process and General Time Frame

C. Multi-Year Contracts for Non-Tenure Track Personnel

1. An incentive for you to keep lecturers who are doing a good job
2. You may offer 3 year and 5 year contracts (must be employed at least 3 years before you can issue a 3-year contract and 5 years before you can issue a 5-year contract)

D. Continuing Education

1. The Provost would like a proposal of concerns and/or issues for Student Access (ITV, Internet Courses, Intersession, and Evening) and/or your ideas about incentives for outreach.
2. Be prepared, the date will fall soon.

E. Minority Line Program—Skip will with Check of Jana on some items of concern.

F. Provost's Ad Hoc Committee on Promotion and Tenure--Provost wants to learn what practices are being used, by all Colleges.

1. Nomination of 3 senior faculty and their curriculum vitae
2. **Due Date August 1:** Send Adele an e-mail with your nomination & vitae by Tuesday, July 25, 2006. Dean Newson-Horst would like to achieve Gender Balance using good university citizens who are senior faculty. Do not send nominations without the vitae. W.D. Blackmon suggested using the faculty who had always worked on Provost Ad Hoc Committees. Madeleine suggested nominations be made from a "new pool" of faculty rather than using the ones that have always represented the college.

G. Space Management Committee—will be led by Frank Einhellig

1. Review space needs of your departments as well as the efficiencies that can be achieved in course scheduling
2. Identify what you own that might be freed up for conversion

H. Public Affairs Statewide Mission—Identify what is uniquely in the state or beyond (one of a kind in the state or serving a statewide clientele)

1. Ozarks Celebration Festival
2. Missouri Fine Arts Academy
3. Tent Theatre

I. FYI

1. Distinguish Professor Rank (Process to be developed soon.)
2. The Provost will lead a Task Force on Student Access
3. The Provost will lead a Task Force on Student Retention
4. Strategies to Support Excellence and Enhance Salaries (Faculty Salary Adjustments, Fighting Fund, and Competitive Salaries for New Hires)

J. General Practices Reminders--Make sure you take this information back to your Secretaries.

1. All changes or new academic programs must go through Academic Affairs.
2. Letters of appointment will be generated by Academic Affairs. Draft letters should accompany EOR's. Department Heads and Deans make recommendations. Only Academic Affairs makes formal offers.
3. All student complaints should be addressed with the following protocol: faculty, department head, and dean. Deans will normally resolve all student concerns.
4. Academic Council will meet weekly on Wednesdays at 9:00 a.m. Adjust COALbin to meet on Wednesday afternoon. Next two meetings: August 9, and August 23. No meeting during the week of new faculty orientation. The September meeting schedule, and thereafter, will follow the first and third Wednesdays of each month. Interim emergency meetings may be called, but will usually only have 1 or 2 agenda items.

H. Compensation Plan-- Dean will send via e-mail

III. Old Business

- A. Futures Program: Request for ideas. Heads discussed projects in their departments.
- B. 2006-2007 Promotion and Tenure Candidates --Names were reviewed.
- C. Project Odyssey--Tabled to discuss its future at a later date, but Roger Stoner to report on Amram with handouts at next COAL-Bin Meeting
- D. Support of Education/Student Teacher Supervision (A Discussion)-- Heads would like to have a conversation with Education at a meeting in the future to talk about ways to work collaboratively.
- E. Checkbooks--Dean will meet with each department head individually to work on this project.
- F. FREUP
 1. The Heads had a lengthy discussion on this item.
 2. The Dean said that she has to make a recommendation to the Provost by August 25 and would like to rely on the consensus of the Heads to do so.
 3. Andrew Cohen moved that the four units inclusive of English, Modern & Classical Languages, the Writing Center, and The Standard move into Siceluff Hall after it has been renovated provided that the subcommittee (Madeleine, Carey, W.D., and the Dean) are satisfied with the proposed renovations.
 4. The motion was seconded by Roger, and it was unanimously approved.
 5. A second motion that COAL-bin adopts as priority the goal of finding permanent home for Art and Design was also unanimously approved.

6. Enid will make an appointment for the subcommittee to meet with Greg Burris and tour Strong Hall (the facility that was designed using accepted industry space standards).

IV. New Business

- A. Endowed Professor Proposals: The Dean asked that chairs consider proposals and get them in to her as soon as possible.
- B. Enrollment Updates – J Catau (See attachment)
- C. Bill Alter, Office of Sponsored Research
 1. Bill Alter shared 3 opportunities for increased grant opportunities
 - a. The Course Reassignment Program
 - b. The Travel Expense Fund
 - c. The Equipment Matching Fund
 2. Adele suggested that Heads make arrangements for Bill to make presentations at Department meetings.

V. Department Updates

- A. Theatre & Dance--Tent Theatre was a great success this year! Mark Templeton, Marketing Director, does a good job.
- B. Music-- Band is going to participate in the Rose Bowl Parade in Pasadena, CA in 2008!
- C. Modern & Classical Languages--Dean Newson-Horst's reception at Madeleine's Farm on July 20.
- D. Media, Journalism, & Film--Extended an invitation to preview Student Short Film Productions this week at the Moxie Theatre downtown Springfield.
- E. English--W.D. mentioned upcoming COAL Events Frank McCourt and the Gillioz Opening in October.
- F. Communication--Carey announced the Center for Dispute Resolution recently closed their Semi-Annual Seminar held at Washington University in St. Louis, MO. The seminar trains Mediators for our Missouri Court System.
- G. Art & Design: Andrew had a working vacation in Italy. He courted possible connections for an exchange with an Italian School of Arts, Language, and Music.

VI. Dates/Events

August 3, 2006	Graduate Commencement
August 4, 2006	Undergraduate Commencement
August 8, 2006	COAL Office Staff Meet the Dean
August 9, 2006	COAL-Bin Meeting
August 14, 2006	New Faculty Orientation
August 15, 2006	New Faculty Orientation
August 16, 2006	Showcase on Teaching
August 17, 2006	All Faculty Luncheon
August 23, 2006	COAL-Bin Meeting

VII. Adjournment