

MSU
Academic Affairs Council
October 12, 2007
Agenda

1. Library Instruction for the 21st Century-Jane laPlante
2. Review/approval of September Report
3. Catalog issues-Tania
4. FERPA definitions/issues-Tania
5. Virtual Learning Commons-Kris
6. Updated Info for Personnel files-Gary
7. FOE update
8. Cost of letterhead-Don Burke

DATES TO KNOW

- 10/22 2nd yr Faculty evals/goals due from chair to faculty
- 10/24 Assessment Day
- 10/31 Advanced Study Grant applications due to VPAA
- 11/1 Promotion/Tenure Packets due to chair
- 11/5 2nd yr eval/goals due from chair to dean
- 11/12 Promotion/Tenure packets due to Dean
- 11/16 Load Reports due to VPAA
- 11/30 2nd year faculty eval/goals due from VPAA
- 11/30 Promotion and Tenure packets due to VPAA

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Members present: Linda Cresap, Conrad Davidson, Kris Warmoth, Dale Gehring, Tania Balas, Don Burke for Neil Nordquist, Rebecca Porter for John Girard, JoAnn Linrud, Sheila Collins

Library Instruction for the 21st Century-Jane LaPlante

Jane gave a 30 minute presentation on Information Literacy which is defined as a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information. Jane emphasized that information literacy is no longer just a library issue; it is a critical campus-wide issue for the 21st century. A packet of information was provided to the group.

Dr. Rabe asked the Deans to consider Jane presenting this information at their chairs meeting.

Catalog issues-Tania:

- Applying for degree candidacy: There is an issue with Master post-baccalaureate students applying for the BGS degree half way through their masters degree, just because they have enough credits in their undergraduate work. The current printed policy is not clear. Tania took suggestions from the council and will rework the language for clarification and get final approval from Dr. Rabe before printing in the new catalog.
- Early walk through-honors: students want honors recognized/announced when walking through early. This poses a problem when the student completes graduation requirements and honors is no longer applicable. The council decided that honors should only be recognized in the academic year the student completes all coursework for graduation.
- Graduation application: The Registrar's office would like to see the department stamp along with the chair signature to authenticate the chair signature. The council approved of this change. Tania will initiate this requirement starting Spring Semester 2008.
- Tania will make the above changes to the catalog which goes to print in December.

FERPA -Tania

- MSU has seen a significant increase in the number of students who are seeking authorization through the Family Education Rights and Privacy Act (FERPA) allowing individuals of their choosing (typically parents and relatives) to have access to their financial and/or educational records. Due to this increase a Financial and Academic Records Consent to Release Form and a letter with guidelines to follow will be sent to all faculty and staff.
- FERPA-MSU proposed Institutional Definitions: A handout was provided with definitions of "school official" and "legitimate educational interest". The council was asked to review the content and give Tania feedback. President's Staff will give final approval of the language/definitions. This will also be printed in the new undergraduate catalog.

Virtual Learning Commons-Kris-

Looking at developing a virtual learning commons for "one-stop-shopping" that pulls together what is happening and available to students on our campus.

Updated Info for Personnel files-Gary

- All full-time and part-time faculty need current vitae in their personnel files prior to the March HLC visit.

FOE update-Gary

- Response for serving on committees has been great.
- Survey response rate for the faculty and staff FOE survey is 50%
- Student survey will be out in November. We appreciate faculty cooperation in administering this survey during class time. Further details are forthcoming.

Cost of letterhead-Don Burke for Neil Nordquist

- The College of Education and Health Sciences was charged \$105 for 500 sheets of letterhead. This seems extreme. Is there something that can be done to bring the cost down? Can letterhead be printed in house? Gary Rabe has spoken with Ron Dorn who agrees there have been extreme variability in the cost. Gary will continue to research the situation and report back at the November meeting.

Load reports: Due to various templates being used across campus, different data is collected. It was suggested a standardized template may be helpful for receiving accurate information.