

ACADEMIC LEADERSHIP COUNCIL
8/7/07 MEETING SUMMARY

Attendance: Jannet Vreeland (Interim Provost-chair)
Ted Batchman (Engineering)
Heather Hardy (Liberal Arts)
Karen Hinton (Cooperative Extension)
Charlie Bullock (HHS)
John McDonald (UNSOM)
Mark Brenner (Research/Graduate School)
Marsha Read (Research/Graduate School)
Greg Mosier (Business Administration)
Bill Follette (Faculty Senate)
Bill Sparkman (Education)
Dave Thawley (CABNR)
Steve Zink (Library/IT)
Paul Neil (Core Curriculum)
Mike Collopy (Academy for the Environment)
Bill Cathey (Vice Provost)
Fred Holman (Vice Provost)

Announcements:

1. **Process for ALC Announcements.** Following each ALC meeting, Audrey Casey will prepare a document detailing the announcements and will forward that document to the ALC members as well as to their budget/personnel officers and their administrative assistants.
2. **Reminder Concerning Off-Campus Food Purchases.** Deans were reminded that the University's contract with Chartwell's prohibits university offices and employees from purchasing food items for more than \$50 from other vendors for on campus events. This limit applies whether the food is delivered to campus or picked up by a UNR employee. Only student organizations recognized or approved by ASUN and GSA are exempt from this rule. In addition, the rule does not apply if employees purchase food with their own personal funds and do not ask for reimbursement.
3. **New Hosting, Meal Limits, Recruitment Entertainment Rules.** Deans were also informed that the new policies regarding hosting, meal limits, and recruitment activities were coming soon. Because of these changes, it will become even more important that two things occur: (1) an itemized receipt for meals be obtained; and (2) when a hosted event has only UNR employees present, a meeting agenda or description of the meeting be attached as the hosting form requires. Jannet also noted that departments are not completing information on the hosting form as to whether individuals hosted are UNR employees or not.
4. **Digital Measures Update.** Jannet noted that this is the last year of a three-year contract with Digital Measures. She will spend this year making sure that Digital Measures is

doing what we need it to do. She has put together a team to look at it over the next year. The team will be lead by Duncan Aldrich.

5. **Tenures Upon Hire.** The deans were reminded that tenure upon hire requests needing President's approval should go through the Provost's office. This is necessary so that Audrey Casey can prepare the annual report of tenures upon hire granted by the President that is required by NSHE.

Discussion Topics:

Process for This Year's ALC Meetings

Jannet indicated that the process for this year's meetings would be to have one topic at each meeting, with the group having a thorough discussion and then coming up with an action plan of what will be done. She noted that the composition of the ALC this year would be those individuals in the room and no others.

Academy for the Environment

The deans were reminded to go to Mike Collopy when issues arise regarding UNAE activities. She shared that it was important that both the deans and chairs are in the loop concerning UNAE activities. When individuals bring projects to the Academy, Mike Collopy will be sure to keep the dean and chair informed.

NWCCU Reaccreditation Visit

Eric Herzik was present to provide an update on the upcoming reaccreditation visit October 1-3, 2007. He thanked everyone for responding to the various requests for information. He reported that we are on schedule for the visit, which will begin with a breakfast with the reviewers on the morning of October 1. ALC members will be invited to the breakfast and should attend if at all possible. The purpose of the breakfast is to enable the site visitors to put names to the faces of individuals they will likely meet with during the visit. A mock up copy of the self-study was shown to the group, and it was reported that it would be delivered to the printer later in the day.

Eric shared his thoughts on likely questions the visitors will have and areas they will focus on. He noted they are also sending the visitors the college strategic plans and updates, and will include appropriate department strategic plans for visitors examining particular units. Upon question, the deans were informed that the visitors will likely want to meet with department chairs. A list of who the visitors will want to see during their visit will be provided soon. The deans were asked to make sure they are familiar with the self-study and be ready to answer questions on such issues as physical resources (particularly science and engineering), assessment, advising, and future planning. Bill Cathey suggested that the deans get together with people in their college who are knowledgeable about advising to review the improvements made over the last few years. Deans were also advised to have a similar meeting with their department assessment coordinators. Deans can also review the departments' assessment plans on the University Assessment website. Bill advised knowing not only the status of plans but also what the departments have learned from assessment activities and the changes that have been made.

Eric reminded the deans about his request for information from colleges on significant scholarly and outreach activities by faculty over the past three years. He identified the colleges he had not received the information from. This information was needed by August 15. He also noted he would be sending information to the deans on the faculty in their colleges who have contributed significantly to the reaccreditation effort and hoped that this would be recognized in the upcoming evaluation cycle.

Budget Update

Bruce Shively was present to provide a wrap-up of last year's budget and an overview of the opportunities and challenges contained in the University's 2007-08 budget. Several handouts were provided. Bruce noted that the new budget will be on the web and will also be distributed to deans and budget officers soon. The comprehensive position list will be sent out soon as well. Bruce summarized how the recent budget was handled at the university. He reported that 60% of the allocation to colleges had been distributed, and that another distribution will occur in December. Allocations to administrative units had not been made yet, however.

The impact on the budget if students take a full load of classes—not 4 but 5 courses—was explored. Taking English and math the first semester was also encouraged.

Frozen positions for 2007 have been put forward. Positions for 2008 will be scrutinized. If the position is on soft funds, it will be approved. However, Bruce will need a letter of justification for other positions and will be turning some down. He described the proposal going to the board that could alleviate the current budget situation. The effect of the WUE program on the university's budget was also explained.

University Metrics

Jannet noted that the discussion needed to continue on how the university will measure its performance and success in the years ahead. President Glick joined the group for this discussion. It was agreed that growth is one of the areas that needs further development and discussion. Introductory thoughts were shared by various members of the group:

Growth of space needed

Increasing number of graduate students

Improving how we treat part-time students

Retention

Faculty roles

Improving our knowledge of where students go

Dealing with the difference between what employers want and how students rate programs

Increasing internships

Is one core curriculum what is needed for every students?

The problem with nonviable programs

Level of TA/RA support

Need for data on why students are leaving

Using all our special admit options

Need to increase the type of modalities

Cultural shift that students and faculty get what they need not necessary what they want

The base year—2006-2007

Increase diversity—Undergraduate and graduate students, faculty, staff, and improve their persistence, retention, graduation rates

The above and additional items were listed and detailed on flip charts, and Audrey was to prepare a working document of these items for distribution, input, and further discussion and work.

Advising Improvement Plan

Members of a team that had been sent by the University to a week-long NACADA workshop in Salt Lake City presented their plan for improvement of various advising activities, particularly for newly admitted freshmen. Vice President of Student Services Shannon Ellis also joined the group for this discussion. Nancy Markee and Steve Maples presented a summary of current processes and what they had learned about the various advising models that exist. The group identified the following issues with the current model being used:

1. For freshmen, it is usually 4-5 weeks between their Wolf Pack advising session and their ability to actually register for courses. This means they forget or lose the information on what they were advised to register for, forget how to actually register, or forget to do it at all.
2. Students do *rsvp* for Wolf Pack Advising, but they might not show up and in fact are not accountable for showing up.
3. There are inconsistencies in the format of the Wolf Pack Advising sessions, in the information provided, and in the quality of information.
4. Current Wolf Pack Advising events are taking place at a time when our continuing students are needing advising help as well.
5. There is not an opportunity for students to speak one-on-one with an advisor or to have their individual needs and interests addressed.

Based on these issues and on information the group received and discussed at the NACADA workshop, an improvement plan was presented for consideration by the ALC. Jannet instructed the ALC members to provide their input to Audrey who will compile it into one document for further consideration.