

ACADEMIC LEADERSHIP COUNCIL  
10/23/07 MEETING SUMMARY

Attendance: Jannet Vreeland (Interim Provost-chair)  
Ted Batchman (Engineering)  
Heather Hardy (Liberal Arts)  
Charlie Bullock (HHS)  
Marsha Read (Research/Graduate School)  
Mark Brenner (Research/Graduate School)  
Greg Mosier (Business Administration)  
Bill Follette (Faculty Senate)  
Rosemary McCarthy (Journalism)  
Jeff Thompson (Science)  
Frank Flavin (Cooperative Extension)  
Vern Luft (Education)  
Dave Thawley (CABNR)  
Janita Jobe (Library/IT)  
Paul Neil (Core Curriculum)  
Mike Collopy (Academy for the Environment)  
Bill Cathey (Vice Provost)  
Fred Holman (Vice Provost)  
Bruce Shively (PBA)

Announcements:

1. **Winter Commencement.** Winter Commencement will take place on Saturday, December 8. Line up is at 8 a.m., and the ceremony begins at 8:30 a.m. There will be no double crossing for this commencement.
2. **Reminder: P & T Applications Due November 1.** Promotion and tenure applications are due from the deans' offices to the Provost on or before November.
3. **Accepting Retirements/Resignations.** There is a process for acceptance of either administrative or academic faculty resignations or retirements. These must be forwarded to the Provost's office for acceptance. The faculty member has 3 days to rescind.
4. **Location for Future ALC Meetings.** The November 6 meeting will be in the Senate Chambers of the new Student Union. It will be decided at that meeting where future meetings will be held, since the JTSU will no longer be available for meetings.
5. **Holiday Hours.** Since there is no winter closure this year, offices should be covered during the week of Christmas. This does not mean simply forwarding phones for message taking.

## Discussion Topics:

### Bylaws Process Improvements Update

Steve Rock was present to describe a proposal they are developing to fix the bylaws approval process. He distributed a draft document that needs to go through the Senate process. If approved, departmental bylaws would now be approved at the dean's level. College bylaws would still need review through the Faculty Senate and up. There was a discussion with a few issues being raised. For instance, interdisciplinary program bylaws should be presented to affected deans with an opportunity to respond. Also, if a department and dean do not agree on a certain provision, the Faculty Senate would make a decision. The ALC was reminded that all unit bylaws are superseded by College, University and NSHE bylaws in any event. There was concern that at least two colleges have bylaws coming from departments. Steve indicated he would see if they could move the new process along more quickly.

There was a discussion on the standards in bylaws to go up for tenure. Jannet indicated that though a college or department cannot use other ratings than those in the Code, they can have latitude in how those ratings are defined. She also reminded the deans that those ratings are the minimum to go up for tenure but that they are not a guarantee of the granting of tenure.

Suggestions for the department bylaw template were given to Steve.

### Budget Update

Bruce Shively informed the members that there is an upcoming retreat with the Chancellor and President at which they will be starting to talk about the 2009-11 budget. He reported that the Chancellor has asked the institutions to take a look at CIP requests that were not granted at the last session. Both the President and Chancellor have also asked that the institutions begin compiling requests for operating enhancements. He noted that the same form used last year will be distributed for these requests and will be distributed to the deans with a copy to the budget officers. These should be limited to an abstract of the budget and an explanation, not to exceed 2 pages. Justification for any people being requested will also be needed. These are needed the first week of December.

The proposed 5% budget cut was also discussed. Bruce reported that there have already been certain exclusions for public safety and public schools. This leaves 60% of the state budget remaining for cuts, NSHE included. NSHE's share would be \$31 million in both years. There has been no assessment yet, but they are currently being told to be thinking about it. Bruce reported that the President was advising everyone to be conservative but to not panic at this time.

The anticipated shortfall that was described at the ALC meeting in August is still there. They are currently trying to cover this with salary savings. Bruce will report back in November on how we are doing.

### Target 500 Update

An update concerning current recruitment efforts was provided. It was reported that two National Merit students have signed up already. The goal is 20 so that the University will begin appearing on a list of institutions with significant numbers of National Merit scholars.

October 17 was the first Nevada Bound recruiting event, and they are looking for feedback. Sixty-five students and 5 parents attended, and things went generally well. The feedback on the academic piece of the first event was excellent. One dean noted that the students were starving at 11 a.m. It was announced that there are 175 students signed up for December 6.

Problems with the Sneak Peak were shared. One dean advised that the University needed to be better represented at the high school college fairs as well. Another dean requested that they receive information on how many students there are for these events and what their interests are at least a week in advance so that they can adequately plan. The group was advised to not cap the December 6 event to allow for no-shows.

The November 9 Best and Brightest event is also being promoted. Jannet will do the greeting, and a faculty member has been asked to deliver an inspirational message. The usual agenda is planned, except there will be a wrap up reception for deans, current National Merit students, Presidential scholars, and these students to interact. Deans and associate deans are encouraged to participate in this.

It was recommended that there be a team in place in each college to cover these events, particularly December 6. It is just too big a job for one recruitment coordinator. There was also a discussion on the best approach for contacting students. It was agreed that there needs to be a coherent message. Especially problematic are the cases where students' interests cross college lines and they are contacted too much. The deans stated they were interested to know if there were any commercial groups that know what works and doesn't work in this regard.

There was also a discussion on when students learn what the University will provide for them in the way of financial assistance. It was reported that National Merit students know right away, but others may not know soon enough.

#### Other

The topics for the next deans' meeting will be deans' evaluations and metrics.

Steve Rock and Jannet are working on improving the information that is available on promotion and tenure policies and procedures.

Jannet noted that development hosting activities are not being entered into Raiser's Edge. There have been some large hosting bills for which no entries have been made. Development folks will not be approving them if that is the case. The deans were asked to remind their people to do these entries.