

## ACADEMIC LEADERSHIP COUNCIL 5/20/08 MEETING SUMMARY

Attendance: Jannet Vreeland (Interim Provost)  
Ted Batchman (Engineering)  
Manos Maragakis (Engineering)  
Kathy Boardman (Liberal Arts)  
Marsha Read (Research/Graduate School)  
Richelle O'Driscoll (Health & Human Sciences)  
Greg Mosier (Business Administration)  
John Burton (Cooperative Extension)  
Rosemary McCarthy (RSJ)  
Jeff Thompson (Science)  
Bill Sparkman (Education)  
Rang Narayanan (CABNR)  
Steve Zink (Library/IT)  
Elliott Parker (Faculty Senate)  
Fred Holman (Extended Studies)  
Mike Collopy (Academy for the Environment)  
Bill Cathey (Vice Provost)  
Paul Neill (Core Curriculum)  
Bruce Shively (PBA)

### Discussion Topics:

#### Digital Initiatives Update

Jake Kupiec was present to provide information on various projects coming out of her office. She provided a handout on new website plans and shared that a new homepage for students is coming soon. The new Graphic Standards Manual has had some recent changes but will be finalized soon. This manual is focused on two areas—our identity (logo, color, type and photos) and a style guide (the words put around our identity). On page 2 there is a quick start guide which provides what is most important and helpful. She stressed that our logo is the Block N, not just the N. The Block N should be used on everything the unit does and especially on the cover of any publication or home page. Her division is piloting some training (2, one-hour sessions) and will open this training to others on campus. She also noted that their office can help with organizations wanting to design and use their own logos along with the university logo. They are trying to simplify the information and encourage people to start with the Silver & Blue kit and build from that. Jake will be sending a link for the manual to the deans so they can get the word out. There will also be a Nevada News story. She is happy to visit other university groups or attend a college meeting.

Print releases will now be required for the payment of printing costs through purchasing or using a University purchasing card. The form is online and requires the approval of the Digital Initiatives office prior to printing. They will ask for a proof and may need some explanation as well. Any print releases being done after the fact will need approval from the Provost's office.

Jannet announced that it is time for members of the ALC to get new business cards with up-to-date logos if they have not already done so.

### Budget

Bruce Shively distributed a spreadsheet of the latest numbers from the Chancellor's office for permanent cuts. He shared that there will be very selective hiring in the next year and provided an overview of the current thinking regarding the budget.

### Accreditation Interim Visit

Bill Cathey announced that there will be an interim visit in the Spring of 2009 with emphasis on two of the recommendations: assessment and evaluation of part-time instructors. Regarding evaluation of part-time instructors, it was agreed that using student evaluations would be a logical starting point and that personnel committees could become involved. Bill noted that the key words in the recommendation were "consistent" and "systematic." Though student evaluations are done for all instructors, it is what is done afterward with that information that is important. There was a discussion on whether LOAs' names and professional qualifications could be loaded into Digital Measures, with student evaluation information being added when it becomes available. If this were done, it would be a starting point for formalizing evaluation of part-time instructors. Deans noted the difficulty large colleges faced and expressed concern that this burden not fall to already overburdened chairs. Deans were asked to come back with additional information on what their departments are doing or are planning to do on this topic. Jannet will talk to Duncan Aldrich about adding LOAs into Digital Measures.

Regarding assessment, Bill is working with the Assessment Office on the recommendations. He stated that departments need to begin to look at the student learning goals and the data they have collected for evaluating them. They should pick one or two of the goals and take a look at the data they have. Once they have completed an analysis, they should plan changes based on what they have learned.

### Metrics

The President has reminded us that we will be using the metrics in evaluations. The metrics and profile developed last year will be updated. This information will be provided to the colleges in the second month of the semester.

Jannet also reminded the deans that 1101 instructional assignments and off loads will be reported in the fall. If there are other circumstances that result in a less than 3/3 load, they will need to be identified, explained and justified.

Steve Zink announced that Getchell Library is pretty much closed, with just a "store front" being maintained. The computer lab is still there and they can get materials for anyone. The blue emergency phones that have been installed and are uncovered are in working order. There are new faculty study areas in the Knowledge Center. These are generally for Emeritus faculty who are working in the library, but they can accommodate others upon request. A tour of the Knowledge Center in July will be offered to members of the ALC.