

ACADEMIC LEADERSHIP COUNCIL DECEMBER 16, 2008, MEETING SUMMARY

Attendance: Marc Johnson (Provost)
Manos Maragakis (Engineering)
Kathy Boardman (Liberal Arts)
John McDonald (Health Sciences)
Greg Mosier (Business Administration)
Karen Hinton (Cooperative Extension)
Jeff Thompson (Science)
Jerry Ceppos (Journalism)
Vern Luft (Education)
Ron Pardini (CABNR)
Steve Zink (Library/IT)
Marsha Read (VPR)
Elliott Parker (Faculty Senate)
Fred Holman (Extended Studies)
Mike Collopy (Academy for the Environment)
Bruce Shively (PBA)
Bill Cathey (Vice Provost)
Jannet Vreeland (Vice Provost)
Paul Neill (Core Curriculum)

Announcements:

Bylaws Website

Elliott Parker announced that Faculty Senate is developing a central website for all department and college bylaws. There will also be procedures for getting them posted on the website. He noted that he will be sending a memo detailing the process. The hope is that this website will have all the officially approved bylaws related to the university. If a department or college cannot provide proof that the bylaws have been approved through the appropriate channels, that approval will have to occur.

4-H Camp Available for Meetings

Karen Hinton provided brochures with details on the availability of the Nevada State 4-H Camp at Lake Tahoe for meetings and other events.

Electronic Reserves

Steve Zink provided an information sheet on the availability of this free service from the Knowledge Center. This service includes scanning the materials to be put on reserve, requesting and paying for copyright permission, and securely posting the materials for use by students.

Evaluation Workshop

Bill Cathey announced an upcoming workshop for chairs on annual evaluations. A large part of the workshop will be a panel discussion among chairs, and Bill asked for suggestions of some

experienced chairs who could be asked to take part in the workshop. Evaluating part-time faculty will be also addressed.

Digital Measures

Jannet Vreeland announced that contrary to some rumors she was hearing, Digital Measures will still be used next year. She noted that the information being entered by academic faculty will be useful in strategic planning. They are also looking at expanding use to part-time instructors so that it can be used in their evaluations.

Discussion Topics:

Budget Update

Bruce Shively gave a report on the status of the system's upcoming budget request in response to the Governor's request for budget submissions based on a general fund reduction of 14.12%. A handout was provided showing some of the options for funding levels for each institution which were considered last week by the Council of Presidents and Board. All but one campus president supported an option that primarily utilizes the funding formula but looks only at 2008-09 enrollment figures for each institution, rather than the normal three-year weighted average. This proposal was adopted by the Board of Regents at a special meeting on December 12.

It was also reported that no additional reductions were expected this year, eliminating the need to cut operating budgets further.

There were questions concerning the approach to be used in the upcoming evaluation process in light of the fact that no merit dollars will be likely be provided by the legislature. Members were told that the process will be no different than in prior years, with evaluation ratings and merit steps being determined and awarded. However, there will be no merit dollars behind those merit steps. Other topics related to suspension of merit, step increases, COLA, and longevity pay were discussed. The group was informed that Bruce Shively was working on a message to be sent to campus regarding these and other topics related to the budget.

Severe Weather Closure Procedures

In light of the recent unsettled weather, the provost reviewed the campus closure process. Should the president decide that campus will be closed prior to the start of the work day, the provost will send an e-mail to the deans, chairs, and directors using the university e-mail distribution lists. In addition to this notification, the campus closure will be broadcast using news media outlets, the University's emergency message telephone line, the University's website, and the recently implemented text message alert system.

Holidays/Final Exam Schedule

The deans were reminded that it was their responsibility to ensure that faculty in their colleges were abiding by the rules regarding holding classes during regularly scheduled class time as well as not scheduling final exams at other times or on prep day. Elliott Parker asked that the 7:30 a.m. start time for finals be revisited, and Bill Cathey was asked to look into this. Paul Neill recommended that how final exams work for online classes be looked at as well.

Centers/Teaching Resource Management

The provost gave an update on the reviews of centers. He noted that though he was not 100 percent complete, he was getting close. Agreements are out and being signed. He reminded deans to make sure they check with BCN personnel regarding the rules that apply to any implementation steps being taken with the centers.

Work on teaching resource management continues. Marc noted he was still working on a zero based LOA budget. He will be finishing his examination of the fall 2009 proposals and expects to come back in January to look at the spring 2010 semester. This is necessary in order to determine the amount needed in LOA monies for next year.

Promotion & Tenure/Sabbatical Update

The provost noted he was still on schedule to have the letters go out by Christmas. Letters will be available for the deans to hand deliver to faculty members on Wednesday afternoon (December 17). There was a discussion on the issue of early tenure cases. There was agreement that granting years toward tenure could be appropriate if an individual was bringing experience at the assistant professor level from another institution. However, by NSHE Code this is subject to the approval of the president. This approval has been delegated to the provost and is appropriately documented in the offer letter, which the provost signs.

The university committee also recommended that 4-6 external letters be provided and that these letters should come from full professors from peer or better institutions. There was a discussion on the language in the request letter indicating that the faculty member may have access to a redacted external letter in the future and whether this was appropriate. It was recommended that the opinion of legal counsel be solicited on this matter.

An update on the awarding of sabbaticals was provided by the provost. The provost noted that deans should take an active role in the application process by ensuring that the proposals are routed through their offices so that they have an opportunity to rank or rate the proposals and provide their input to the university committee.

Outside Consulting

John McDonald had questions concerning the interpretation of the outside consulting and conflict of interest policies. There was a discussion. Marsha Read indicated she would work with Tammie Bain and Jacque Ewing-Taylor to determine the correct interpretation.