

3/1/13 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, Peppy Bidy, Kate Brown, Sirena Cantrell, Lyndsay Cumberland, Eric Dawson, James Denney, Cassie Derden, Melanie Freeman, Gail Gunter, Dave Haffly, Jessica Harpole, Dr. Marty Hatton, Dr. Dan Heimmermann, Carla Lowery, Nora Miller, Dr. Tom Richardson, Andrea Stevens, Searcy Taylor, Kimberly Taylor-Gathings, and Dr. Royal Toy.

In the absence of Dr. Jim Borsig, Dr. Dan Heimmermann called the meeting to order.

Minutes -

Following a motion by Carla Lowery and a second by Dr. Sheila Adams, the minutes from the February 2013 meeting were approved.

University Update –

Dr. Heimmermann said the university originally thought that the new IHL funding formula would be implemented for FY 15, but they have been told that it will begin with FY 14. He feels that MUW will do fine with the new funding formula, but we are still waiting on further details.

Nora Miller noted that the Senate is proposing an increase in funding for IHL, but this would really mean level funding after the PERS increase is put in the budget.

Dr. Heimmermann reported that Dr. Jim Borsig and Dr. Sue Jolly-Smith are in Jackson today meeting about teacher education legislation being pushed by the Governor. The new proposed requirements – 21 ACT and 3.0 GPA – would cut the number of education majors in the state by half. The meeting today is to present alternatives to these requirements.

Faculty Senate Update -

Dr. Royal Toy said that Faculty Senate has been working on policies. The group also is working on recommendations for improvements that will be sent to Dr. Dan Heimmermann.

Staff Council Update -

In the absence of Shelly Moss, Jill O'Bryant reported that Staff Council has added one new member – Katie Corban – and are about to do another staff member of the quarter.

SGA Update –

No report.

Calendars –

On a motion by Nora Miller and a second by Dr. Marty Hatton, the Administrative Council voted to recommend that Dr. Borsig approve the academic calendars for 2013-14, 2014-15 and 2015-16.

Policies –

On a motion by Dr. Royal Toy and a second by Kate Brown, the Administrative Council voted to recommend Dr. Borsig approve New Policy (Administration of Sponsored Programs from External Sources) as presented in the newest version prepared by Dr. Royal Toy and James Denney with one additional change about the review date.

On a motion by Carla Lowery and a second by Dr. Royal Toy, the Administrative Council voted to recommend Dr. Borsig approve New Policy (Solicitation of Sponsored Programs from External Sources) as presented in the newest version prepared by Dr. Royal Toy and James Denney with two additional changes about the review date and the title of an office.

On a motion by Dr. Sheila Adams and second by Gail Gunter, the Administrative Council voted to recommend Dr. Borsig approve New Policy (Intellectual Property/Copyright) as presented in the newest version prepared by Perry Sansing with one additional change about the review date. Dr. Royal Toy abstained on behalf of Faculty Senate.

On a motion by Dr. Royal Toy and a second by Melanie Freeman, the Administrative Council voted to recommend Dr. Borsig approve the changes suggested by Academic Council, Director's Council and Faculty Senate for PS 1305 (Procedures for Conferring Emeritus Rank on Retiring Faculty).

On a motion by Dr. Royal Toy and a second by Dr. Marty Hatton, the Administrative Council voted to recommend Dr. Borsig approve the changes to PS 1306 (Educational and Sabbatical Leaves of Absence for MUW Faculty Members) as presented in the newest version prepared by Dr. Tom Richardson with three additional changes about the review date, a position title, and removal of the forms.

On a motion by Dr. Royal Toy and a second by Dr. Sheila Adams, the Administrative Council voted to recommend Dr. Borsig approve the changes to PS 5202 (Acceptance of Gifts to John Clayton Fant Memorial Library) as suggested by Academic Council, Director's Council and Faculty Senate.

On a motion by Dr. Royal Toy and a second by Dr. Marty Hatton, the Administrative Council voted to accept the following policies for cancellation into the review process and for them to complete the review process and return to Administrative Council at the April 5 meeting:

- PS 1503 Students as University Representatives
- PS 2701 Selection of Who's Who Among Students in American Colleges and Universities
- PS 3505 Traffic and Parking Committee
- PS 5201 Acceptance of Gifts and Loans, MUW Archives Museum
- PS 5401 MUW Faculty/Staff/Student Housing
- PS 5402 Student Housing
- PS 6801 Financial Exigency Planning Procedures

PS 7602 Campus Advertising
PS 8201 Criteria for Receiving Personal Counseling Through Student Counseling Center
PS 8202 Criteria for Receiving Career Counseling Through Student Counseling Center
PS 9601 University Vehicle Operations

On a motion by Dr. Marty Hatton and a second by Dr. Royal Toy, the Administrative Council voted to accept the following policies into the review process for revisions, with the exception of PS 1311 (Misconduct in Research) that was tabled for further editing, and for them to complete the review process and return to Administrative Council at the April 5 meeting:

PS 1201 Distance Learning
PS 1301 Employment of Faculty or Professional Staff in the Area of Academic Affairs
PS 1307 Part-time Faculty and Faculty Overloads
PS 1311 Misconduct in Research (Academic Council recommends tabling this policy until James Denney can rework it.)
PS 1314 Standards for Evaluation of Faculty
PS 2601 University Archives
PS 6705 Annual Performance Evaluation of University Administration
PS 6706 Hiring of Non-Academic Staff and Professionals
PS 7601 Campus Solicitation and Sales to the University
PS 8502 Student Organizations

On a motion by Dr. Royal Toy and a second by James Denney, the Administrative Council voted to recommend the following policies be approved with simple editorial changes:

PS 1313 Criteria and Procedures for Faculty Salary Increases
PS 3511 Admissions Committee
PS 3526 Academic Calendar Committee
PS 3542 Assessment Committee
PS 6704 MUW Faculty and Staff Drug and Alcohol Policy

On a motion by Dr. Marty Hatton and a second by Dr. Royal Toy, the Administrative Council voted to recommend to Dr. Borsig that the following policies be cancelled:

PS 1308 Remuneration for Substitute Faculty (Cancellation)
PS 1507 Graduation Requirements (Cancellation)
PS 1901 Affirmative Action Guidelines, Division of Academic Affairs (Cancellation)
PS 2801 Student Radio Station WMUW (Cancellation)
PS 3522 Pre-Medical Advisory Committee (Cancellation)
PS 4109 Theatre Regulations (Cancellation)
PS 4110 Health Center (Cancellation)
PS 5801 Library Material Accounting (Cancellation)
PS 5802 Withdrawal and Disposition of Library Reading Materials (Cancellation)
PS 6902 Compliance to the Copyright Act (Cancellation)

PS 7301 Enrollment Data Dissemination (Cancellation)
PS 8701 Student Newspaper The Spectator (Cancellation)