

University Communications

Pauline Young, Director

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Date
FOR IMMEDIATE RELEASE

MOREHEAD, Ky.---Rob Dickerson, a graduate student from Fletcher, Ohio, has been elected president of the Student Government Association at Morehead State University for the coming year. In this position, he will serve as the student representative on the University's Board of Regents.

The new president plans to draw on his experiences at MSU to help him succeed. "I have had the opportunity to participate in everything from summer orientations to graduation," said Dickerson, who was a candidate for the Bachelor of Business Administration degree in May.

"I want the students to know that their voices are being heard," he said, noting that he hopes to use the SGA meetings as an outlet. "A time will be set aside for students to come by the office and share information."

Dickerson, the son of Don and Fay Dickerson, would like to establish an additional forum during the year to allow the students and administration to work closer. He also plans to work toward establishing a co-curricular transcript, which would allow one's activities, such as student involvement, fraternity or sorority, to be documented along with classes, grade point averages, and degrees.

Among other issues, he is working on expansion of the computer lease program to allow all students access to computers, the new One Card for identification, and 24-hour visitation in some residence halls.

A member of Sigma Phi Alpha Epsilon fraternity, Dickerson has been a resident adviser and a Student Alumni Ambassador. He served two terms on SGA, as sophomore and senior representative.

Dickerson and the other executive officers made history this spring when they were selected in the first online election conducted at MSU. Plans are to continue the online process for future elections, the president noted, as there was an increase in the number of students who voted and savings to SGA by using this process.

Other members of the Executive Committee will be:



www.morehead-st.edu

First Draft



*Executive vice president--Brian S. Martin, the son of Jerry and Linda Martin of Grethel. Junior in history and computer information systems major, he is a member of Theta Chi fraternity and is chair of SGA's campus improvement committee.
*Vice president for administration—Jody L. Abdon, the daughter of Jr. Abdon of Ironton,

Ohio, and Kyle Freley of Argyle, Ohio. A senior elementary education major, she is president of 606-783-2298

Sigma Sigma Sigma sorority and the Student Activities Council; a resident assistant; vice president for the Student Council for Exceptional Children and a member of the Student Alcohol Task Force.

*Vice president for finance—Abbey Liggett, the daughter of Dale Liggett and Peggy Perkins of Brecksville, Ohio. A sophomore communications major with an emphasis in advertising and public relations, she is a member of Kappa Delta sorority, Student Alumni Ambassadors and the campus Civility Committee.

*Vice president for public relations—Gerome Stephens, the son of Jerry and Patsy Stephens of Morehead. A senior elementary education major, he is a member of Baptist Student Union and Sigma Phi Epsilon fraternity.

*Vice president for campus involvement—Elizabeth M. Fuell, the daughter of Bill and Janet Fuell of Louisville. A sophomore elementary education major, she is president of Kappa Delta sorority, a resident adviser and a member of the Student Alumni Ambassadors.

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MSU is an affirmative action, equal opportunity educational institution.



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The Scholars of Teaching and Learning: Questions and Answers from the Field

By Barbara Cambridge



Barbara Cambridge is director of AAHE's Teaching Initiatives. She can be contacted at bcambridge@aahe.org. In that role, she oversees the Teaching Academy Campus Program, an element of CASTL managed by AAHE for the Carnegie Foundation for the Advancement of Teaching.

Add your answers to these five interesting questions:

- Does scholarly teaching differ from the scholarship of teaching?
- Who does the scholarship of teaching?
- Is this scholarship disciplinary-specific or interdisciplinary?
- What role do students have in this work?
- How do campuses encourage the scholarship of teaching?

"I don't get it," I heard a faculty member say during a recent daylong meeting at a campus registered in the Campus Program of the Carnegie Academy for the Scholarship of Teaching and Learning (CASTL). "I'm prepared to be responsible for doing teaching and scholarship, but what does it mean to put those practices together? What is the 'scholarship of teaching'?"

This question is echoed in discussions on campuses across the country. Encouraged by the Teaching Academy Campus Program design, which asks campuses to consider a draft definition of the *scholarship of teaching and learning* (see box, Page 8), faculty members are grappling with issues generated when they begin to think about teaching as a scholarly act, ways in which disciplinary perspectives and practices influence scholarship in teaching, and a host of other ideas that challenge past assumptions about the place of teaching in the trinity of teaching, research, and service.

This article focuses on questions that faculty members ask as they take up the topic of the scholarship of teaching and learning, and it reports some steps in answering those questions. Like most intriguing intellectual questions, however, there are multiple answers, multiple ways of logically looking at the same issue, and multiple ways of doing work that addresses the questions. Participants in CASTL are generating answers that contribute to the work of many people in defining the territory. Part of CASTL's purpose is to generate knowledge that is open to critical review and available for use by other members of the educational community.

So as you read, consider how you might address these questions. What would you bring to this exciting work that offers new ways to examine how faculty do the scholarship of teaching and foster student learning? What answers make sense to you, and why? Do you have answers to add?

What is the difference between scholarly teaching and the scholarship of teaching?

Effective teaching is the goal of most college professors. Whether they teach often or infrequently, faculty members want their students to learn and want to figure out how to help them do so. Faculty who wish to explore the challenges in fostering student learning seek feedback from students through classroom assessment; guidance from local peers through reciprocal visits, joint course development activities, or faculty development workshops; and insight from disciplinary colleagues through reading literature about pedagogy in their field.

deepen it, and so forth — and do so with an eye not only to improving their own classroom but to advancing practice beyond it.” In other words, faculty set out to do the scholarship of teaching and learning not only to improve the teaching and learning in their own classroom but also to improve teaching and learning beyond their local setting by adding knowledge to — and even beyond — their disciplinary field.

Who does the scholarship of teaching?

At a recent campus meeting I attended, one faculty member complained aloud that scholarship of teaching belonged in the School of Education, not in his school. He, after all, was trained in the intellectual work of his discipline and not in how to teach. He didn't intend to switch gears mid-career to take up a new kind of scholarship. Of course, if his interests are not related to the ways in which people learn in his discipline, he is certainly right to continue with another kind of scholarship: discovery, application, or integration. He may find at another point in his career, however, that a question about teaching or learning ignites his scholarly curiosity.

But for many other faculty members, examination of how students learn is compelling throughout their careers. Although they may not have been acculturated through graduate school or their department's expectations to focus on questions of pedagogy or learning, they have through their teaching posed questions that call for systematic study, questions they really want to answer. As more and more attention is directed particularly at undergraduate teaching and at needing to know how and why students are learning, some faculty members want to do research on thorny problems in teaching and learning in their disciplines or fields.

The Campus Program is designed, in fact, to promote conditions on campuses to support those faculty who do want to undertake this form of scholarship. Campuses have identified a range of conditions that foster or hinder faculty members who want to do this work. Supports include funded projects, an institutional research office that does studies for faculty members, public events that feature key findings of scholars of teaching, administrative support through a center on teaching and learning or a campus academy, and tenure and promotion guidelines that recognize the scholarship of teaching and learning. Inhibitors include time constraints, lack of knowledge about how to study learning within one's discipline, lack of resources, cultures that favor the scholarship of discovery, and

Carnegie Academy for the Scholarship of Teaching and Learning

The Carnegie Academy for the Scholarship of Teaching and Learning (CASTLE) is a multi-year project funded by the Carnegie Foundation for the Advancement of Teaching and the Pew Charitable Trusts, aimed to support the development of a community of teaching and learning that will:

- foster significant, long-lasting learning for all students;
- advance the practice and profession of teaching; and
- bring to faculty members work as teachers the recognition and reward afforded to other forms of scholarly work in their disciplines.

CASTLE's three lines of work are the Pew National Fellowship Program for Carnegie Scholars, work with scholarly and professional societies, and the Teaching Academy Campus Program.

The Teaching Academy Campus Program encourages campuses to cultivate conditions that enable inquiry and action that support the scholarship of teaching and learning. Coordinated by AAHE, the Campus Program continues to welcome new campuses into its activities. If you are interested in learning more about the Campus Program, send a request for an informational booklet to tantanucci@aahe.org.

They become informed teachers who benefit from the scholarship of others, and might be called “scholarly teachers.”

As Pat Hutchings, Carnegie senior scholar, and Lee Shulman, Carnegie's president, point out in their article “The Scholarship of Teaching: New Elaborations, New Developments” in the September/October 1999 issue of *Change*, however, the scholarship of teaching is something else. They write that the scholarship of teaching is characterized by “being public, open to critique and evaluation, and in a form that others can build on. . . . It requires a kind of ‘going meta,’ in which faculty frame and systematically investigate questions related to student learning — the conditions under which it occurs, what it looks like, how to

incentive systems that discourage attention to scholarly teaching or the scholarship of teaching.

Even teachers who rely on a colleague to do the scholarship of teaching, from which they can learn in improving their own teaching, can contribute to campus conditions that enable that colleague to prosper. Who does the scholarship of teaching? Not everyone. Who can support the scholarship of teaching? Everyone.

Is the scholarship of teaching and learning disciplinary-specific or interdisciplinary?

In launching the Campus Program, CASTL posed as a starting point for campus discussions a draft definition of *the scholarship of teaching*, which suggests that "study of a problem [is done] through methods appropriate to disciplinary epistemologies." Its Pew National Fellowship Program selects Carnegie Scholars in disciplinary groups to provide collegial interactions within the discipline. In a paper entitled "Disciplinary Styles in the Scholarship of Teaching" presented at a September 1999 symposium at the University of York, Mary Huber, a senior scholar at Carnegie, traces the evolution of discourse about teaching and learning within the disciplines and describes how disciplinary styles influence the design of projects on teaching and learning.

In addition, Huber examines the nature and role of interdisciplinary exchange. Carnegie Scholars are selected within their disciplines but spend their residency time at the Carnegie Foundation working across disciplines. Campus Program participants have judged that they need widespread, crossdisciplinary discussions of the place of the scholarship of teaching and learning in the academy. Huber concludes that "the challenge here is to reconceptualize relationships between the disciplines, so that the lessons flow in all directions rather than demanding the diffusion of one privileged way of knowing."

It may be that, at least at this point, the method, more than the finding, is what is disciplinary-specific; that faculty within disciplines are likely to warrant findings reached through methods previously sanctioned by practice within that discipline. Over time, we will learn whether the findings hold across disciplines when the same issue is studied through methods warranted in a different discipline. For example, Mariolina Salvatori, a Carnegie Scholar in English from the University of Pittsburgh, has studied for many years in her own discipline the concept of "moments of difficulty"

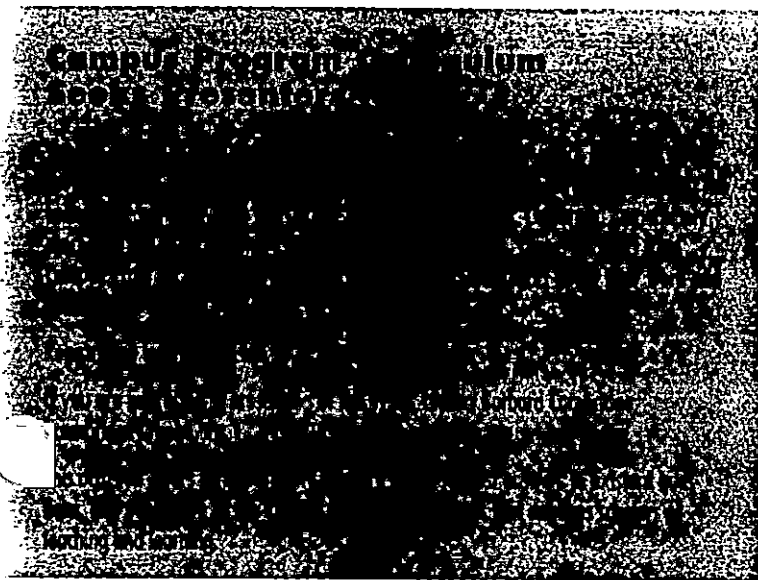
as opportunities for learning. The premise of her argument is that perceiving and naming something as "difficult" is a form of knowledge that is responsible and profitable to tap. She is now testing her theory to determine whether it is discipline-specific. In studying how other disciplines confront this aspect of teaching, she will find out, among other things, whether other disciplines will warrant her ways of testing her theory and her findings, or if she will need to use new methods to do the testing in order to have her findings accepted. One possible outcome of the work of Salvatori and others is an expansion of ways of knowing within and across disciplines.

Is there a role for students in the scholarship of teaching and learning?

Elon College decided that the student role is central. Elon recently funded four teams to study intellectual engagement in the classroom. Each team consists of a professor and two student associates. The history team is designing and studying different "student as teacher; teacher as student" models in the classroom use of student research. The biology team is designing and studying relevant, inquiry-based course and laboratory components of a course for nonmajors. The environmental studies and economics team is training students in diverse fields to be expert resource persons in a simulation used in the school's Global Experiences course and will examine the results of the practice. Reflective integration is the focus of a three-discipline team examining a set of linked courses. Students bring to all the teams experience and knowledge that only learners newer in the discipline than the faculty member can bring.

In a November 1999 edition of an update I send quarterly to Campus Program partners, I wrote about the possibilities for faculty/student research teams investigating intellectually intriguing questions about learning in disciplines. Done well, undergraduate research is a form of active learning that contributes to deep understanding. In most disciplines, faculty have to this point conducted research with undergraduates that includes the students doing ongoing laboratory work, helping to check sources for a book project, or being part of fieldwork. Few faculty have considered the rich possibilities of undergraduate research in teaching and learning.

This kind of research has the powerful advantage of creating new knowledge for the discipline while enabling student researchers to become more aware of their own process of learning and the circumstances under which they can best learn within a discipline that views the world through a particular set of lenses and warrants and analyzes evidence in particular ways. We talk often about teaching students to be lifelong learners. Undergraduate research can spur students to base their knowledge of their own learning on more than individual intuition or experience.



What strategies are Campus Program campuses using to promote the scholarship of teaching and learning?

Recently George Walker, graduate school dean at Indiana University-Bloomington, spoke about ways that various units on the campus will help faculty who want to do the scholarship of teaching and learning. The Sponsored Research Services staff at IUB will help faculty in writing proposals for external support. Individual units will be encouraged to change faculty annual reports to prompt faculty members to describe fully their research on teaching and learning. The human subjects process will be reexamined to continue to ensure the best interests of students while making timely the ability to do the scholarship. The Summer Faculty Fellowship program will be expanded to fund fellowships in scholarship of teaching. And, significantly, Walker will match all funds for the scholarship of teaching and learning that come from external sources.

Two schools are investigating available literature and current conditions as they prepare to act. An area for faculty study during 1999–2000 at Alverno College, which sets aside Friday afternoons for collaborative faculty activities, will be pedagogical practices that actively engage students. Recent literature on pedagogical practice and scholarly teaching will be available to all faculty members, and Alverno will hold interdisciplinary workshops on how different disciplines use strategies that engage students in the practice of their disciplines. When these preliminary acts of inquiry are complete, Alverno will decide on its next step.

The second school, Illinois State University, is also interested in student engagement and involvement in the university. Through quasi experiments, questionnaires, face-to-face interviews, and analysis of existing institutional data, its faculty wants to answer two questions — What are faculty and student conceptions of engagement and involvement? and What is the relationship of student involvement/engagement to learning and other student outcomes? After determining current faculty perceptions and the existing relationship of involvement and learning, the campus will take the next steps.

Two more schools have used special occasions to promote the scholarship of teaching and learning. North Carolina State University decided that a greater opportunity for change exists if colleges and universities throughout the state take up the work, so it invited all state schools to convene for planning and collaborative activities. The new president of the University of Akron used his inauguration to emphasize the need to pay attention to teaching; the school has mobilized teaching academy ambassadors to focus on, among other issues, what needs to be known about students to improve their learning.

Conclusion

Campuses are designing a variety of strategies and activities that fit their own cultures and needs. It is clear that campuses must figure out for themselves what fits the institution's history, mission, and direction. It is equally clear that every campus has pressing questions about student learning that will benefit from the scholarship of teaching and learning.

AAHE 2001 SUMMER ACADEMY APPLICATION

- 1. Name of College or University:** Morehead State University
- 2. Contact person:** Dr. Lawrence Albert, Director of the Center for Teaching and Learning
- 3. Mailing Address for contact person:** 237 Waterfield Hall
Morehead State University
Morehead, KY 40351
- 4. Phone:** 606 783 2510
- 5. Fax:** 606 783 2547
- 6. email:** l.albert@morehead-st.edu

Briefly describe your institution's present initiatives and results relative to the improvement of undergraduate education (50-100 words):

In support of Morehead State's primary mission, the university has numerous ongoing initiatives directed toward undergraduate education. One purpose of the current proposal is to increase integration among these initiatives and promote a shared, learner-centered focus. Examples include:

- General Education Reforms instituted in 1997
- Teacher Education Reform
- P-16+ Council Alignment of School-to-University Connections
- Center for Teaching & Learning (Carnegie Teaching Academy Project)
- Preparing Teachers (and Faculty) for Tomorrow's Technology (PT3), which provides intense technology integration training to pre- and in-service teachers and MSU faculty.
- MSU 101 (freshman orientation course)
- Retention and Graduation Initiatives

Briefly describe your institution's future goals relating to improvement of undergraduate education (50-100 words):

Educational improvement goals are central to MSU's new strategic plan. One initiative that is indicative of our efforts is the establishment of a Center for Teaching and Learning. Its purposes are to (1) encourage faculty to apply scholarly methods to enhance instructional effectiveness, (2) identify and implement initiatives to support professional development and teaching excellence, (3) serve as a clearinghouse for current efforts supporting teaching excellence, (4) promote a view of teaching and learning as life-long efforts, (5) encourage collaboration and sharing of expertise, and (6) identify and help implement enhanced learning strategies within and outside traditional classrooms.

Proposed Summer Academy Project (200 words or less):

MSU proposes a project to transform the University into an impassioned community of learners by maximizing organizational effectiveness for student success. Our goal, to be known less as a bureaucracy of higher education and more as a learner-centered culture nurturing enhanced performance, will require systemic reexamination in order to:

- Integrate and streamline fragmented, overlapping initiatives and policies for improvement of learning and teaching,
- Engage students in active responsibility for and life-long commitment to learning,
- Encourage faculty to partner with students, administrators, and staff in applying diverse learning theories and flexible practices, and
- Redefine and retune every campus office, service, and experience toward the unified purpose of optimizing the learning climate.

The project will find mechanisms and remove barriers to establishing a shared focus on learning, which will serve as a central theme for university functions such as recruitment, orientation, developmental education, academic program design, advising, and assessment.

Briefly discuss the strategic importance of this project. Does the project relate to a specific strategic goal for your institution?

MSU serves a relatively homogeneous population from a traditionally underserved socio-economic region whose secondary schools continue to graduate under-prepared students. Because over forty percent of our incoming freshmen are enrolled in developmental/remedial math, English and reading classes and the average ACT score of under 20 is below the national average, retention is a challenge. Nevertheless, MSU's proposed *2001-2005 Strategic Plan* includes (among many others) the following related goals and objectives:

GOAL 1, EXCELLENCE IN ACADEMIC PROGRAMS AND STUDENT ACHEIVEMENT:

- Improve quality of undergraduate and graduate academic learning experiences for all students.
- Improve internal communication and coordination channels between administration, faculty, staff, and students.
- Attain a level of achievement on licensing and exit exams to equal or exceed state/national standards.
- Encourage student engagement in research and creative activities of faculty members.

GOAL 2, EXCELLENCE IN STUDENT SUPPORT:

- Achieve a student-friendly admission, enrollment, living and learning environment.
- Apply contemporary and new technology to improve learning, to extend access, and to improve the teaching and learning process.
- Improve communications with students.

GOAL 3, EXCELLENCE IN ENROLLMENT AND RETENTION:

- Significantly improve enrollment management, coordination and communications.
- Achieve state Council on Postsecondary Education's retention goals.
- Achieve state Council on Postsecondary Education's graduation rate goals.

GOAL 4, EXCELLENCE IN RESOURCE PLANNING AND MANAGEMENT

- Establish University Center for Teaching and Learning.
- Strengthen faculty and staff evaluation processes to relate to University goals/objectives.
- Develop and implement a comprehensive University plan for faculty/staff development.

How will you know if this project has succeeded?

Absolute proof of success would be difficult to provide. We hope that the Summer Academy will allow us the opportunity to learn how other institutions have achieved confidence in measures of success. Evidence might include some of these objective and subjective indicators:

Quantitative Indicators

- Discovery of valid, research-based, authentic assessment tools for teaching and learning.
- Lower attrition rates.
- Higher graduation rates.
- Increase in positive student exit surveys.
- Improved student/graduate performance on nationally normed assessment indicators.
- Improved results from employer and alumni surveys.

Qualitative Indicators

- Campus-wide climate of mutual discovery and growth.
- Campus-wide perception of less time spent on extraneous bureaucratic effort that does not contribute to learning.
- Campus-wide confidence in the processes that allow us to measure success.
- Growth in the perception of MSU as a learner-centered academy.

Examples Indicating Successful Integration

- Increased student involvement in faculty creative and research activity.
- Optimized efficiency in organizational performance focused on enhancing the learning climate
- A coordinated, integrated, learner-centered approach to recruitment, orientation (preview days and summer orientation and registration, freshman orientation week, MSU 101)
- Integrated effort toward developmental education (critical to our service region)
- Coordination of advising, course scheduling, student life, faculty development (CTL)
- Assessment of student learning outcomes, teaching, and program and institutional success.

What are potential measures that will indicate the project was a success?

We anticipate finding pertinent guidance and learning about authentic assessment tools at the AAHE Summer Academy. MSU's proposed *2001-2005 Strategic Plan* includes (among many others) most of the following related performance indicators:

- Assessment of student knowledge and proficiency in general education using Academic Profile and measurement in capstone courses.
- Objective measurement of student knowledge and proficiency in major areas using GRE, GMAT, MCAT, LSAT, PRAXIS, NCLX, etc.
- Quantitative evidence of improved retention and graduation rates.
- Objective measurement of employer satisfaction with MSU alumni.
- Objective measurement of alumni satisfaction with academic programs.
- Objective, systematic measurement of student satisfaction with academic programs and processes.
- Objective measurement of student satisfaction with support services to include academic advising.
- Objective, systematic measurement of faculty satisfaction with academic programs and processes.
- Objective measurement of faculty satisfaction with support services to include academic advising.
- Objective, systematic measurement of staff satisfaction with academic programs and processes.
- Objective measurement of staff satisfaction with support services to include academic advising.

Summer Academy Project Team: Please describe how the team composition was determined.

The Associate Vice President for Academic Affairs and the Director of the Center for Teaching and Learning invited several individuals who had earlier participated in the Carnegie Teaching Academy project on the scholarship of teaching to identify potential agents of change who represent a variety of constituencies of the University community.

Proposed team members (recommended team size is 6-8):

Name, Title

Michael Moore	Executive Vice President for Academic Affairs
Marc Glasser	Associate Vice President for Academic Affairs
Alan Baldwin	Assistant to the Vice President for Academic Affairs
Beverly McCormick	Assistant Vice President for Retention
Madonna Weathers	Director of Student Development
Lawrence Albert	Director of the Center for Teaching and Learning
Elizabeth Regan	Chair of the Department of Information Systems
Kathryn Mincey	Associate Professor of English
Thomas Creahan	Assistant Professor of Economics
Dale Dickson	Assistant Professor of Psychology

Please indicate two areas of expertise or initiatives from your campus that team members could share with others at the Summer Academy in order to contribute to the collective learning at Breckenridge (for example, outcomes assessment, teaching portfolios, performance measures, strategic planning, change management):

1. Integration of technology to improve learning
2. Kentucky's P-16+ initiatives

Please indicate topics that your team would like to have formal presentations/interactive discussions about at the Summer Academy.

Please select your *top three* choices, where 1 = most important and 3 = third most important

Rank

_____ Strategic planning	_____ 1 _____ Learning communities
_____ Responsibility - centered budgeting	_____ 3 _____ Performance measures
_____ Outcomes assessment	_____ Problem- based learning
_____ Technology-based instruction	_____ 2 _____ Change management
_____ Teaching portfolios	_____ Service learning
_____ Case method and discussion-based teaching	_____ Faculty reward systems

To submit an application, please send one copy by e-mail to sengelkemyer@aahe.org and one hard copy with a cover letter from your Chief Academic Officer indicating his/her support for your proposed Summer Academy project by March 1, 2001 to:

Susan West Engelkemeyer
Director, AAHE Summer Academy
One Dupont Circle, Suite 360
Washington, DC 20036-1110
or fax to 202/293-0073

Subject: Please print for our meeting

Date: Thu, 26 Apr 2001 14:40:04 -0400

From: Dr Lawrence Albert <l.albert@morehead-st.edu>

To: j.gunnell@morehead-st.edu

Subject: summer academy

Date: Thu, 12 Apr 2001 16:22:41 -0400

From: Kerry Newberry <knewberry@aahe.org>

Dear Summer Academy Team Liaison:

Three months to go before the Academy begins! Please read through the logistical information below, and share the details with all of your team members.

Registration: Attached is a registration form that each team member must complete. *Both the registration forms and corresponding payment are due by May 21.* If you are paying for the Academy with one payment for the entire team, all registration forms must be sent in together with payment. Otherwise, individuals may return their own forms with separate payment as soon as the forms are complete. Forms should be sent to my attention at AAHE.

Dates/Times: The Summer Academy will formally begin on Wednesday, July 18 promptly at 3:00pm. However, we will offer optional team workshops and team time beginning at 10:00am. You may want to arrive early in the day in order to take advantage of these opportunities. Better yet, plan to arrive on Tuesday to adjust to the altitude of Breckenridge (9,603 feet). The Academy will finish by noon on Sunday, July 22. We are working very hard to schedule interesting and helpful opening and closing sessions that will feature and draw upon the expertise of higher education leaders, including Yolanda Moses, Peggy Maki, Madeleine Green, and Peter Eckel. *Please organize your travel plans to be at both the opening and closing of the Academy.*

Lodging: To make your lodging reservations, please contact The Great Divide Lodge at 1-800-321-8444. Please inform the reservationist that you will be attending the AAHE Summer Academy to ensure that you receive our special rate. *Room reservations must be made before June 19, 2000.*

Your lodging options include:

The Great Divide Lodge

(This is the building where most of our meetings will be taking place).

Standard Room 1, 2 Beds, 1 sofa sleeper, Maximum occupancy, 6.

— Standard Room 2, 2 Beds, no sofa, Queens or Kings, Maximum occupancy, 4.

Standard Room 3, 1 King bed, Maximum occupancy, 2.

All of the above rooms are like mini-suites, in addition to the bedroom area, will be a sitting room and one bathroom. All of the

July 17 - 22
Tuesday A.M. Sunday Late

above rooms are \$115.

The Village at Breckenridge

(This is a five minute walk from the Great Divide Lodge. A free shuttle service will be available).

The Village Hotel: 2 Queen Beds, one bath, \$105, Maximum occupancy, 4.

Liftside Inn: Studio apartment featuring a queen wall bed, full kitchen, and queen size sofa sleeper, \$115, Maximum occupancy, 4.

1 Bedroom Village Plaza Condominiums: 1 Bed, 1 Bath. Each unit offers a fully equipped kitchen, fireplace and balcony, \$135, Maximum occupancy, 4.

2 Bedroom Village Plaza Condominiums: 2 Beds, 2 Bath. Each unit offers a fully equipped kitchen, fireplace and balcony, \$175, Maximum occupancy, 6.

3 Bedroom Village Plaza Condominiums: 3 Beds, 2 Bath. Each unit offers a fully equipped kitchen, fireplace and balcony, \$210, Maximum occupancy, 8.

For a virtual tour of the lodging options for the Great Divide, visit the Great Divide Lodge website at <http://www.greatdividelodge.com>

For a virtual tour of the lodging options for the Village at Breckenridge, visit their website at <http://www.breckresort.com>

Travel: You will want to fly in to Denver International airport and drive or take the Resort Express Shuttle to Breckenridge (104 miles; approximately 2 hours).

Airfare: If you choose to fly United, we have a contract offering a 5-10% discount for Denver flights. Please be sure to reference the ID number: WHQSS-554SC. The number to call for reservations is: 1-800-521-4041.

Resort Express: We have arranged for a special one way per person rate of \$42 for shuttles operated by Resort Express Transportation. In order to receive the special rate, you must make your reservation in advance, and mention that you are with the AAHE Summer Academy. Shuttle reservations can be made by calling Resort Express at 1-800-334-7433. All participants must check in at the Resort Express counter located on level 5, the baggage claim level in the center of the main terminal, Denver International Airport.

Avis Car Rental: We have arranged a 10% discount for Avis car rentals from July 16, to July 22. The discount number to reference when making car reservations is D130782. Car reservations may be made by calling 1-800-331-1600.

Activities: We are currently collecting information on activities adjacent to and during the dates of the Summer Academy. That information will be in the packet that will be mailed out early June. We will have one free afternoon/evening at the Academy for you to engage in activities of interest to you. Options range from whitewater rafting to mountain biking, and fly fishing to wildflower hikes amidst the Rockies. You may also want to plan to stay after the Summer Academy ends to take advantage of the many outdoor activities in the area. The Breckenridge homepage also has information on the village and activities at <http://www.breckenridge.com>.

We look forward to your participation in the 2001 AAHE Summer Academy, and await a productive and meaningful experience in a beautiful setting. As more information becomes available, it will be posted to the Summer Academy web page http://www.aahe.org/quality/cqi_new.htm. If you have any questions, please feel

free to contact me.

We look forward to seeing you in Breckenridge!

Warm regards,

Kerry Newberry

Project Assistant, Conferences & Meetings

American Association for Higher Education


One Dupont Circle, Suite 360


Washington, DC 20036

Phone: (202) 293-6440 x793

Fax: (202) 293-0073

<http://www.aahe.org>

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CO-OP FINAL REPORT



ROB DICKERSON

Total Weeks Worked: 9

Total Hours Worked: 213.0

<u>Week 1</u>	March 5-9	20 Hours
15.0	Performed various office duties	
1.0	Attended weekly SGA meeting	
1.0	Attended weekly SAC meeting	
1.0	Attended weekly SGA executive council meeting	
2.0	Attended Gala planning meeting	
<u>Week 2</u>	March 19-23	20 Hours
8.0	Performed various office duties	
3.0	Began reviewing SGA election rules	
1.0	Discussed with SGA the rules for election	
1.0	Attended weekly SGA meeting	
1.0	Attended weekly SAC meeting	
1.0	Attended weekly SGA executive council meeting	
<u>Week 3</u>	March 26-30	10 Hours
1.0	Attended weekly SGA meeting	
1.0	Attended weekly SAC meeting	
1.0	Attended weekly SGA executive council meeting	
2.0	Attended Gala planning meeting	
5.0	Worked on Publicizing SGA Elections	
<u>Week 4</u>	April 2-6	30 Hours
24.0	Began preparation for Spring Gala	
1.0	Attended weekly SGA meeting	
1.0	Attended weekly SAC meeting	
1.0	Attended weekly SGA executive council meeting	
3.0	Attended Gala planning meeting	
<u>Week 5</u>	April 9-13	60 Hours
17.0	Supervised Gala operations	
40.0	Worked on Gala set up	
1.0	Attended weekly SGA meeting	
1.0	Attended weekly SAC meeting	
1.0	Attended weekly SGA executive council meeting	

Week 6 April 16-20 25 Hours

- 10.0 Tear down of Gala
- 4.0 Set up for Sgames
- 2.0 Tear down of Sgames
- 15.0 Ran for SGA President
- 1.0 Attended weekly SGA meeting
- 1.0 Attended weekly SAC meeting
- 1.0 Attended weekly SGA executive council meeting

Week 7 April 23-27 20 Hours

- 17.0 Spoke with various university officials about student issues
- 1.0 Attended weekly SGA meeting
- 1.0 Attended weekly SAC meeting
- 1.0 Attended weekly SGA executive council meeting

Week 8 April 30-May 4 20 Hours

- 5.0 Meet with various university officials about student issues
- 3.0 Attended Board of Regents meeting
- 4.0 Met with team of faculty with whom I will attend the American Association for Higher Education summer academy in Breckinridge Colorado
- 8.0 Met with new SGA executive council to discuss issues for summer and the upcoming semester

Week 9 May 7-12 8 Hours

- 4.0 Attended reception for new SGA executives
- 4.0 Met with new SGA executive to discuss issues for summer and next semester

Inbox for robdickerson@yahoo.com[Yahoo! - My Yahoo!](#) [Options - Sign Out - Help](#)powered by
COMPAQ[Mail](#) [Addresses](#) [Calendar](#) [Notepad](#)[Reply](#) [Reply All](#) [Forward](#) [as attachment](#) [Download Attachments](#)[Delete](#) [Next](#) [Inbox](#)[- Choose Folder -](#) [Move](#)**From:** "Bertram" | [Block Address](#) | [Add to Address Book](#)**To:** 'Rob Dickerson' <robdickerson@yahoo.com>, nick.bertram@ACS.EKU.EDU, tim@uksga.com, cjbrow01@gwise.louisville.edu, lori.key@murraystate.edu, herschede@nku.edu, bedolr@wku.edu**Subject:** RE:**Date:** Thu, 7 Jun 2001 08:11:09 -0400

Well, I guess you first have to have a president. :) For those of you who don't know, the Board at Eastern voted to release Dr. Kustra from his contract effective June 30, 2001. He got over 170,000 out of it ... and will be moving to Lexington as a Sr. Fellow with a consulting firm. Regarding the house off campus, that sounds like a frivolous use of money at a time when our entire system's enrollment is down -- and expected to continuously decline. Our President resides on campus also, and I think that it's a nice gesture. I'd fight to keep it, Rob.

You all have a nice weekend,

Nick

-----Original Message-----

From: Rob Dickerson [<mailto:robdickerson@yahoo.com>]
Sent: Wednesday, June 06, 2001 4:00 PM
To: nick.bertram@ACS.EKU.EDU; tim@uksga.com;
cjbrow01@gwise.louisville.edu; lori.key@murraystate.edu;
herschede@nku.edu; bedolr@wku.edu
Subject:

I have a question,
 How many of you have presidents who actually live on campus.
 We do and I think that is unique and that it is a good thing.
 MSU has decided to use 700,000 of our tuition dollars to build a new off campus presidents home. I really do not think that this will go over well for the students and I will fight this all the way.
 What do you all think?
 Rob



Shopping sprees



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Date: Wed, 06 Jun 2001 16:42:17 -0400

From: Katie Herschede <herschede@NKU.EDU> | [Block Address](#) | [Add to Address Book](#)

Subject: RE: (none)

To: Rob Dickerson <robdickerson@yahoo.com>

Rob,

NKU has a house on our campus. It is pretty crappy and is now the honors house. It is a ranch and if up for sale would get about \$140,000. Dr. Votruba is our 4th president. He is the only one who has elected to live off of campus, but he has paid for his own housing. The presidents previous to Dr. Votruba all lived in this house.

How far off of campus are they going to build this? If it is your tuition dollar, I would say that the structure should be on campus. Please let me know if you need any more info.

Katie

 Katie Herschede
 President, Student Government Association
 Northern Kentucky University
 Office: 859-572-5190
 Fax: 859-572-6411
herschede@nku.edu

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- Housing Project
- Robin Myrus - Chairman
- What is the image desired of downtown

• Welcome Back Students

- Sept 6 Thursday

- 7-10pm

- Bands

- DJ's

- Music Group

\$100 ea.

Matt Collinsworth

784-6221 day

784-2119 evening

WMKY - Call Kapper

about on site

- advertisement of bands

* 2 more students for committee

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Date: Wed, 27 Jun 2001 09:39:24 -0500

To: rdrussell@st-claire.org, rhitch@moreheadrowan.com, mhatfield@pbdomain.com,
k.sexton@morehead-st.edu, kypacer@aol.com, ahsurmout@kih.net,
bbowersock@hotmail.com, citizen1@zoomnet.net, r.barker@morehead-st.edu,
pix@ycnx.com, trooper@ycnx.net, whitcrow@mis.net, youngd@yesconnect.net,
kecollin@mis.net, j.liles@morehead-st.edu, j.spradling@morehead-st.edu,
robdickerson@yahoo.com

From: m0130883@mail.morehead-st.edu (Jeff Spradling) | [Block Address](#) | [Add to Address Book](#)

Subject: Minutes from the 6/6/01 meeting

Minutes for the June 6, 2001, meeting of the Morehead Tomorrow
Promotions
Committee

Members present

Matt Collinsworth, Kay Shafer, Robin Mirus, Jan Bishop, Rob Dickerson,
Kris
Alderman, Roger Barker, Jeff Spradling

The group voted to appoint Robin Mirus as our new committee chair. She
was
nominated by Jeff with a second by Kay. The vote was unanimous.

We discussed the need to recruit new members to the committee (and
other
committees) and encourage current members to remain active with
projects
being planned by the committee. Matt said there would be a lot of
subcommittee work to be done in the coming months. Jeff suggested that
Matt
include a call for new members in the first editorial planned for the
Morehead News. Matt said there are about 50 active members on the
current
Morehead Tomorrow volunteer list.

Roger Barker asked what group will be responsible for developing a
downtown
plan. Matt said streetscape plans are in the city's master plan and
that
this aspect is partly governed by the state and national Main Street
standard. Roger mentioned that the renovation of West Huntington is a
good
example of what public money can do in the area of revitalization and
suggested that the group should visit West Huntington.

Matt also reviewed the missions of other committees and talked about how the Promotions Committee fits into the puzzle. Robin asked if our committee would be charged with promoting existing businesses or attracting new ones. Matt said we would do both, but one important task would be to overcome the negative image of downtown and decide what image we want to promote.

Robin asked what leverage Morehead Tomorrow has in moving property owners toward cleanup of their property. Matt said that this can only be done through zoning. He said the city is looking at a housing project for the elderly that would affect one block of downtown and that some property owners have expressed interest in working on their building fronts. Robin said we also need to look at what sorts of businesses will attract MSU students to downtown. Rob said that one of the complaints students have is that there is not much to do in Morehead in terms of night life. He suggested we survey students and recommended that we distribute surveys in the student center and through the MSU housing office.

The group also discussed planning for the Welcome Back To Students Night, scheduled for September 6. Robin suggested that we have two stages and hold a battle of the bands. The group also discussed the possibility of paying all the bands (as many as three) and offering an additional cash prize for the winner. Rob suggested that we look into having a radio station do a live remote at the event. Jeff said he would check with WMKY to see if they would be interested in doing this.

 Jeff Spradling
 Morehead State University
 606-783-2274

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MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION
(UAR)

Number: 319.02

Title: SALARY INCREASE UPON BEING AWARDED AN
ADVANCED OR NEW DEGREE

Originator: Roger Barker, Director of Human Resources
Office of Human Resources

Initial Adoption: 8/17/95

Revision Dates: 10/17/01

I. Purpose: This regulation is designed to implement the provisions of PG-41 by awarding base salary increases or bonus for faculty, librarians and staff receiving advanced or new degrees.

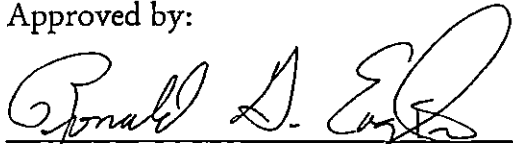
II. Procedural Reference for:

_____ KRS, specify _____
_____ CHE policy, specify _____
_____ BOR policy, specify _____
_____ UAR, specify _____
_____ Other, specify PG-41

III. Scope (Who is covered by this UAR?):
Morehead State University faculty, librarians and staff.

Attach a description of the UAR.

Approved by:



Ronald G. Eaglin, President

10/17/01

Date

UAR Distribution List

The following shall receive a copy of the UAR # 319.02

Titled: Salary Increase Upon Being Awarded an Advanced or New Degree

Date: October 17, 2001

- Provost and Executive Vice President
- Vice President for Administration and Fiscal Services
- Vice President for Student Life and Dean of Students
- Vice President for University Relations
- Vice President for Development
- Academic Deans
- Faculty Senate
- Staff Congress
- Student Government Association
- University Archives/CCL - Clara Keyes
- General Counsel

Others:*

All originals will be filed in the Office of The Provost in H-M 205.

*Appropriate VP is responsible for distribution to those people in his/her division.

Morehead State University
Administration Regulation

- Title:** SALARY INCREASE UPON BEING AWARDED AN ADVANCED OR NEW DEGREE
- Purpose:** This regulation is designed to implement the provisions of PG-41 by awarding a base salary increase or bonus to faculty, Librarians and staff receiving advanced or new degrees.
- Definitions:**
- Advanced Degree: The next level of educational degree.
- New Degree: An initial degree, e.g. an associate degree or bachelor's degree, or a second degree, e.g., a second master's degree.
- Guidelines:**
- Faculty and Librarians:** To recognize educational achievements, faculty and librarians will receive a \$1,000 base salary increase upon earning an initial doctoral degree. The increase is not retroactive unless specified in the employment contract, but becomes effective the fall or spring academic semester after the degree is awarded.
- Faculty and librarians receiving second degrees in their discipline, i.e., a second master's or doctoral degree, etc., will receive a non-recurring bonus accordingly: \$1,000 for a doctoral degree; and \$500 for a master's degree. The effective date of the bonus shall be either January 1 or July 1, following the receipt of the degree.
- Staff:** To recognize educational achievements, staff receiving an advanced degree beyond the minimum educational requirements for the position they occupy, or when receive an initial degree greater than the minimum educational requirements for the position they occupy, will receive base salary increases accordingly: \$1,000 for a doctoral degree; \$800 for a specialist degree or terminal professional certification, e.g., CPA; \$500 for a master's degree; \$400 for a bachelor's degree, and \$300 for an associate degree. The salary increase is not retroactive, but becomes effective on January 1 or July 1, following the academic semester in which the degree is awarded.
- The recurring hourly rate increases for non-exempt staff will be based on a 1,950-hour-work year.

Staff who receive second degrees, or initial advanced degrees equal to the minimum educational requirement for the position they hold, will receive a non-recurring bonus accordingly: \$1,000 for a doctoral degree; \$800 for a specialist degree or terminal professional certification, e.g., CPA; \$500 for a master's degree; \$400 for a bachelor's degree, \$300 for an associate degree, and \$200 for a high school diploma or GED.

Other: A faculty member, librarian or staff member may receive more than one base salary adjustment if the new degree is an advanced degree. A faculty member, librarian or staff member may also receive more than one bonus for second degrees.

Administrative Procedure: All increases shall be accomplished by a Personnel Action Request (PAR) initiated by the faculty, librarian or staff member's supervisor following receipt of the new degree. The PAR is to be accompanied by the official transcript.

**MOREHEAD STATE UNIVERSITY ADMINISTRATIVE REGULATION
(UAR)**

Number: 128.01

Title: Students Who Require Developmental Instruction

Originator: Associate Vice President for Academic Outreach & Support

Initial Adoption: November 27, 2001

Revision Dates:

I. **Purpose:** To outline MSU's developmental instruction program for entering freshmen who have an ACT subscore below 18 in English, mathematics, or reading

II. **Procedural Reference for:**

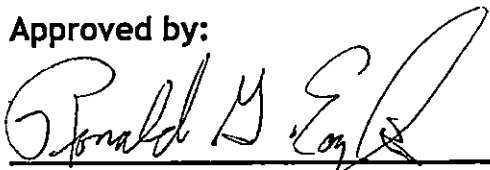
_____ KRS, specify _____
_____ CHE policy, specify _____
_____ BOR policy, specify _____
_____ UAR, specify _____
_____ Other, specify _____

III. **Scope (Who is covered by this UAR?):**

Entering freshmen

Attach a description of the UAR. (Description Attached)

Approved by:



Ronald G. Eaglin, President

11/27/01

Date

UAR Distribution List

The following shall receive a copy of the UAR # 128.01

Titled: Students Who Require Developmental Instruction

Date: November 27, 2001

- Provost and Executive Vice President
- Vice President for Administration and Fiscal Services
- Vice President for Student Life and Dean of Students
- Vice President for University Relations
- Vice President for Development
- Academic Deans
- Faculty Senate
- Staff Congress
- Student Government Association
- University Archives/CCL - Clara Keyes
- General Counsel

Others:*

Al Baldwin, Loretta Lykins, Dan Connell, Assoc. VPAA

All originals will be filed in the Office of The Provost in H-M 205.

*Appropriate VP is responsible for distribution to those people in his/her division.

**Morehead State University
University Administrative Regulation**

Subject: Students Who Require Developmental Instruction

Purpose: To outline Morehead State University's developmental instruction program for entering freshmen with an ACT subscore below 18 in English, mathematics or reading and to require them to enroll in one or more appropriate preparatory classes.

- I. Students are required to take the appropriate developmental courses that will prepare them for success at the University.
 - A. Students with an ACT subscore in mathematics below 18 will be required to enroll in Mathematics 091, Beginning Algebra, followed by Mathematics 093, Intermediate Algebra if their program of study requires them to enroll in Mathematics 093.
 - B. Students with an ACT subscore in mathematics of 18 or 19 and a program of study requiring certain math courses could be required to take Mathematics 093, Intermediate Algebra. Students need to check with their advisor or examine the Undergraduate Catalog to determine if their program of study requires them to enroll in Mathematics 093.
 - C. Students with an ACT subscore in reading of 16 & 17 will be required to enroll in EDEL 098, Strategic Reading I.
 - D. Students with an ACT subscore in reading of 15 or below will be required to enroll in EDEL 098, followed by a second reading course, EDEL 099, Strategic Reading II.
 - E. Students with an ACT subscore in English of 12-17 will be required to enroll in English 099, Basic Writing Skills.
 - F. Students with an ACT subscore in English of 11 or lower will be required to enroll in English 090, Developmental Writing. Upon successful completion of English 090, they must enroll in English 099, Basic Writing Skills.

- II. The developmental studies program is designed for the students' freshmen year to help them to be more successful. If they are required to enroll in developmental classes, they will need to meet the following requirements:
 - A. Obtain a grade of "C" or higher in all required developmental courses.
 - B. Make monthly appointments with their advisor so that their academic success can be monitored. Meet more frequently with their advisor if needed.
 - C. Complete all developmental requirements by the end of their first 24 credit hours. If they do not complete all developmental requirements within their first 24 credit hours, they must complete all required developmental courses before enrolling in any other classes or secure a letter of exception from the Office of Academic Support and Retention.

Camden-Carroll Library
Strategic Goals for 2002

1. Raise campus awareness of Library resources and services.
 - Develop marketing strategies
 - Market to faculty at department level, with support of deans
 - Seek administrative support at Division level
2. Infuse information literacy throughout the curriculum
 - Pilot with Caudill College of Humanities (CCH)
 - Develop collaborative projects with faculty (e.g. paired courses)
 - Develop partnerships within other colleges
3. Develop seminar(s) on use of library resources to be presented as professional development classes for faculty.
 - Work with Human Resources professional development workshop planning
 - Work through Larry Albert's Center
 - Explore potential sources of funding
 - Sponsor outside speakers/groups to present when appropriate
4. Enrich and enhance Library's web pages
 - Develop a virtual tour
 - Add research guides
 - Work with CCH to develop departmental and/or class-specific links
 - Link to information specific for faculty
 - Work with Department of Information Systems to utilize students in web page development
5. Improve service to the public through an aggressive staff development program
 - Identify areas in which staff need training
 - Provide training on various library resources and services
 - Assess outcomes of training sessions

TECHNOLOGY RESOURCES COMMITTEE MEETING

February 14, 2002

IN ATTENDANCE: Gary Van Meter, Andrea Cornett, Brent Jones, Mike Hogge, Jami Hornbuckle, Gary Mesa-Gaido, Steven Parkansky, Vincent Butler, Debbie Ross, Jim Fluty, Mark Schack, Charles Baker-Clark, Jim Turner, Ron Spangler, Mark Messer, Rita Calhoun

Humanities Planning Task Force Initiative

Mike Seelig was a guest and reported on the College of Humanities One Year Planning Task Force, with over 60 faculty members involved across the departments. They will break down into eight work groups and each group will look at aspects of the college for one year. After one year of reviewing new initiatives, problems and recommendations in these areas, each one of the work groups will submit a list of recommendations at the end of the year. Over the summer Mike Seelig, dean and the department chairs will take all the faculty recommendations and work up a four-year plan. It will coincide with the university's strategic plan that will end in 2006. The group that relates to technology was discussed, "Technology Integration, Distance Learning, Library Inclusion", which is three issues grouped together. The main issue is how to teach students to utilize these functions, which involves training for faculty in each of these areas. Also, develop plans to determine the equipment needs for multimedia classrooms and how many people they plan to train a year by department in these different areas. Briefly touched on the other groups. Gary reported that Information Technology has volunteered services and support with this process.

Project Briefing

SGA on character generator utilization, Recently worked with student government to allow them to put student events on the cable TV channel. **Change in the Microsoft Campus Agreement**, Starting July 1st we are going into the third version of the Microsoft Campus Agreement. We are going to keep the same software on campus but it will be a price increase for the institution. The home use rights will be changing, the only thing under the Microsoft Campus Agreement that you will be able to use for work related purposes at home would be the office suite. Everything else will have to be removed from the desktop because they are only valid through the licensed period. This also includes the Windows upgrades that anyone put on their computers during this period. **Conversion of residence halls to Gigabit Ethernet**, Over the holiday break we upgraded all the residence halls to Gigabit Ethernet from ATM. As we have funding we will be upgrading office and academic buildings to the Gigabit Ethernet as well. **Internet bandwidth**, We have worked with the governor's office of technology and doubled the bandwidth to campus from operating at 10Mbs to 20Mbs. We have been working with a project called **Connect Kentucky**. The goal of the project is to identify the type and quality of Internet connectivity available across Kentucky. After all of the data is gathered, an Internet infrastructure map will be created and used as a basis funding for economic development. **Kentucky Post Secondary Education Network (KPEN)**, KPEN will develop an RFP for a new statewide telecommunications infrastructure for state Universities and KCTCS. The RFP is going to ask that this be done by the start of fall semester. **Building Projects Update**, West Liberty facility is being

moved on-line and the goal for the planned date of occupancy will be February 18th with classes starting on February 25th. Breckinridge occupancy is scheduled to start on February 25th by moving a few people at a time into the new building. The opening of the Prestonsburg facility is still 18 months away. It is a joint effort between Morehead State and KCTCS. We will be sharing the technology and we have started working with KCTCS on the technology implementation. **Policy changes for repair of non-MAP equipment**, We have moved to a lease program and the MAP machines will be replaced every three years. The departments will need to fund the repair for any equipment that is not on this program. **On-line Fee Deferrals**, The students are now able to review and pay their accounts, buy books and defer fees on-line. The next thing that will be on-line will be the ability to direct deposit student checks into their accounts at First Star Bank. Andrea Cornett reported that the staff congress elections in May will be done by the web. Also, currently working-on room sign ups for students living in the residence halls.

Subcommittees

Brent Jones will facilitate the Standard Software Committee. Gary Van Meter appointed Mark Messer, Rita Calhoun, Ron Spangler, Mike Hogge and welcomed any volunteers to serve on this committee. They will develop a proposed list of supported software and the level of support for the Academic Year 2002-2003. Mark Schack will facilitate the Academic Sub-Committee. Any faculty member of the TRC can serve on this committee. Jim Fluty will facilitate the Administrative Sub-Committee. They will identify any administrative concerns and bring forward to the TRC. The next TRC meeting is scheduled for Thursday, March 7th at 8:00am-9:00am in East Room A of ADUC.

The meeting adjourned.

lw

TECHNOLOGY RESOURCES COMMITTEE MEETING

March 7, 2002

MEMBERS IN ATTENDANCE: Gary Van Meter, Andrea Cornett, Brent Jones, Jim Fluty, Vincent Butler, Charles Baker-Clark, Lloyd Jaisingh, Rita Calhoun, Mark Messer, Larry Besant, Loretta Lykins, Gary Mesa-Gaido.

GUESTS IN ATTENDANCE: Dr. Mike Moore, Julie Lewis

Approved Minutes

Jim Fluty made a motion to approve the minutes from the last meeting on February 14, 2002. The motion was seconded by Loretta Lykins and motion carried.

Sub-Committee Reports

Larry Besant reported for the Academic Sub-Committee. In an effort to assist faculty with their specialized software needs and facilitate integration of technology throughout the academic program areas, the TRC recommends a process for funding and managing requests for unique software needs of faculty. The following strategic budget proposal was made by the sub-committee and an overview of how to manage the software pool if funded: 1.) Establish a \$30,000 recurring budget line located in the Provost's budget unit. 2.) Allow faculty to apply for funds to purchase specialized software in support of classroom activities and/or approved research projects. 3.) The software grant application would require detail information including one-time and recurring costs, purpose, who will it serve/benefit, other funding possibilities, ramifications if NOT funded, hardware requirements, vendor information, etc. 4.) Upline supervisors through the Dean's or Provost level would approve applications. 5.) The Office of Research, Grants, and Contracts would administer the application process and program budget. RGC Office was suggested as the administrator but has not yet been contacted regarding this task. Will do so if funding is identified. 6.) An ad-hoc committee with representation from each college at both the undergraduate and graduate levels and one representative from IRAPP would recommend application evaluation/awards. Ex-officio representatives would be included from Information Technology and the Library for advisory purposes. 7.) The application and award process would take place during the spring semester each year. 8.) Recipients would be required to report back on how the award was used; results of research; students served, etc. 9.) Academic departments would be responsible for the license/software and when no longer needed, transfer to the library for general checkout. 10.) Proposing faculty member's unit will be required to fund at least 20 percent of the cost of the proposed software. Larry Besant made a motion for approval, the motion was seconded by Gary Mesa-Gaido and motion carried with the following modifications: We would ask for \$20,000 recurring, Add wording to indicate a request for partial funding if money is not available and members of the sub-committee will look at the strategic initiative to determine which university goals and objectives it ties into.

Jim Fluty reported that the Administrative Sub-Committee did not meet, but they will schedule a meeting and appoint a facilitator to bring back to the next meeting.

Brent Jones reported for the Standard Software Committee and he was elected as chair of the committee. Standard software was discussed for the up coming academic year. The proposed supported software list for 2002-2003 across campus are the following: **Windows** – Microsoft Office Suite 2000 and XP, QVT Terminal Emulation, McAfee Total Virus Defense, Netscape 4.7 or above, Internet Explorer 5.0 or above, MS FrontPage 2000 or above, Netscape Messenger (email reader), Execmail and Windows 98. **Support limited to installation** – SAS and Adobe Reader. **MAC** are as follows: MS Office Suite 98 and 2001, McAfee Virex, Netscape 4.7 or above, Internet Explorer or above, Netscape Messenger (e-mail reader), OS 9.2. **Supported limited to installation** – Adobe Reader and MS Frontpage. **Platform Independent- IMP/WebXS mail.** While the Standard Software committee recognizes the need to train and prepare for support of Windows XP and MAC OS X, the recommendation is being made that we do not migrate to these operating systems in the fall of 2002. PC-Rdist has been removed from the Standard Software List, but IT will continue to support its use in labs as requested. The Standard Software committee recommends an evaluation of Virus Defense and Lab Management software to determine if existing products are meeting our needs in the most cost-effective manner. Mark Messer made a motion for approval, the motion was seconded by Vincent Butler and motion carried.

Recommendation for
Restructuring of TRC

Gary Van Meter and Dr. Mike Moore reported on the recommendation to restructure the TRC. The purpose is to recommend that the structure of the TRC be modified to create a committee environment that can provide faster and more responsive input to the University for planning purposes. The current committee size limits its ability to meet and discuss the technology needs of the University. The restructured TRC would be reduced in size by 50 percent to ease the scheduling of meetings. The goal of restructuring is to make the committee more effective in assuming a more aggressive role in planning and making recommendations about the direction of technology at the University. The primary role of the committee would be to define priorities and parameters for technology plans for the Institution.

The meeting adjourned.

lw

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
June 4, 2001**

MEMBERS:

Sharon Beller	Lenore Dixon	Margaret LaFontaine	Joel Pace	Todd Thacker
Larry Besant	Patty Eldridge	*Velda Mabry	Darlene Ramey	Jonell Tobin
Thelma Bumgardner	Lana Fraley	*Rhonda Mackin	Belva Sammons	Madonna Weathers
Vincent Butler	Rosemary Hinton	Zach McClurg	Dallas Sammons	Michael Hopper
Gene Caudill	*David Jessie	Pam Moore	Tim Smith	Kenneth White
Joy Cecil	Linda Kegley	Carole Morella	Stephanie Stewart	Rick Williams

*Denotes member was absent

Guests: Roger Barker, Director of Human Resources
Rhonda Crisp, new member
Willis Taylor, new member

-- Chair Weathers called the meeting to order at 1:15 p.m. A quorum was present.

MOTION: To approve the May meeting minutes with the following corrections: Change 'of' to 'for' on the Chair's report, 'we' to 'web' under #1 of the Ad-Hoc Staff Regent Election recommendation, and 'member' to members on page 2, paragraph 2.

Proposed: Rep. Hinton Seconded: Rep. LaFontaine

Called for vote: Passed

CHAIR'S REPORT – Chair Weathers asked Human Resources Director to address the concerns regarding members of the Job Re-Classification Review Committee having to provide their own copies of review requests and Personnel Policies not being posted on the university web site. Mr. Barker said that all of the policies are now correct and forms can be printed on-line.

Barker stated that the Job Re-Classification Review Committee is working beautifully. In regard to the cost of making copies of review request was a problem because he did not have any money in his budget and suggest that this be a strategic initiative. It was felt that since Human Resources is the support office for the committee, there should be money in the budget to make copies of the requests. Currently Rep. Hopper who is a member of the committee is paying for the copies out of his office's budget. Rep. Besant felt this could become an issue when the new copy system that will be associated with the "One Card" system goes into effect. Chair Weathers suggested someone address the "One-Card" system with the Staff Congress. The "One-Card" system will begin with the SOAR program on June 9th. Mr. Barker addressed the confusion of "probationary" status to qualify for merit pay. Employees must be off probation 3 months during the calendar year to qualify for merit pay. New employees will have to work 9 months in order to qualify for merit pay. New personnel roster and budget are available for viewing in the library. The merit pay distribution spreadsheet will be sent to supervisors after the Board of Regents meeting on Monday. When asked if anyone received salary increased through equity money, Mr. Barker stated that no money was given for equity. However, some salary increases were given through re-organization.

Rep. Hopper had been asked to look into the reasons why five Academic Department Specialist II positions were down graded to ADS I and 3 ADS I positions were upgraded to ADS II. A formula was developed in 1997 based on the ratio of students majors, minors, number of academic programs, and faculty in a department. Previous upgrades had been based on quantity of work rather than quality of work. Mr. Barker was not aware of this procedure and does not administer the program. This procedure is not the same procedure that is used for the university classification system. Mr. Barker told the congress he could not do anything about this.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – No report.

Committee Reports

Identicals and Elections Committee – Chair Hopper reported there were no glitches in the election, but the voter turnout was low. He expressed gratitude to Larry Stephenson in helping set the machines and working with the election. He suggested Staff Congress send a 'Thank You' letter to Mr. Stephenson. SC Chair Weathers thanked all of the members who helped with the election by work the polls, etc. Chair Hopper informed the congress there was a vacancy in the Technical/Paraprofessional category.

Standing Appointments Sub-Committee – No Report. On behalf of the Staff Congress, Chair Weathers expressed appreciation to Chair Hinton for having served as chair of the Standing Appointment Sub-Committee.

Fiscal Affairs Committee – No report.

Personnel Policies and Benefits Committee – Chair Pace deferred to co-chair Besant for report. Co-chair Besant made the recommendation that merit pay opportunity is extended to all employees who have completed probation prior to January 31 of the year. Chair Pace who will be leaving the staff Congress, expressed his thanks to the congress for the learning experiences he had received as chair of the committee.

Regent's Report – No report

OLD BUSINESS - Chair Weathers will try to get Ron Morrison from the Faculty Senate to explain the COSFL paper to the Staff Congress at the August meeting before the congress takes action on the request.

Discussion took place regarding retirement benefits. The general consensus of the Staff Congress is that Human Resources need to do better job of counseling employees regarding their retirement benefits. Chair Weathers will discuss this with Human Resources and suggest retirement seminars be set up for employees.

NEW BUSINESS

Motion: That eligibility for merit pay be extended to all employees who have completed probation by January 2002 (2001-02 fiscal year).

Proposed: Personnel Policies and Benefits Committee **Seconded:** Rep. Caudill
Called for Vote: Passed

Rep. B. Sammons express a concern regarding the understanding of CHA insurance billing statements and suggested someone come to the congress to explain the billing statements.

Staff Congress officers for the 2001-2002 will be elected at the July 2nd meeting. Members are to be thinking about nominations for officers.

ANNOUNCEMENTS:

The intramural office will be organizing "University Games"

MOTION: Adjournment
Proposed: Rep. Cecil **Seconded:** Rep. LaFontaine
Called For Vote: Passed. Meeting adjourned at 1:59 p.m.
Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA

Monday July 2, 2001

Riggle Room - 1 p.m.

Call to Order

II Welcome/Guest

III Approval of the Minutes

IV Chair's Report

V Vice Chair's Report

VI Secretary's Report

VII Committee Reports

- Credentials and Elections
- Standing Appointments Sub-Committee
- Fiscal Affairs
- Personnel Policies and Benefits

VIII Old Business

IX New Business

- Election of officers

X Discussion

Announcements

- Meeting dates 2000-2001 - All meetings are Mondays at 1:00 pm in the Riggle Room
 - August 6

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
July 2, 2001**

MEMBERS:

Sharon Beller	Joy Cecil	*Michael Hopper	Pam Moore	Belva Sammons	Todd Thacker
*Larry Besant	Rhonda Crisp	David Jessie	*Carole Morella	Dallas Sammons	*Jonell Tobin
Thelma Bumgardner	Lenore Dixon	Linda Kegley	Lonnie Morris	*Tim Smith	Madonna Weathers
Vincent Butler	Lana Fraley	Rhonda Mackin	Lora Pace	Stephanie Stewart	Rick Williams
Gene Caudill	*Patty Eldridge	Zach McClurg	*Darlene Ramey	Willis Taylor	

*Denotes member was absent

Guests: None

Chair Weathers called the meeting to order at 1:11 p.m. A quorum was present. New members Rhonda Crisp, Lonnie Morris, Lora Pace, and Willis Taylor were welcomed by Chair Weathers and received Staff Congress pins.

MOTION: To approve the June meeting minutes.
Proposed: Rep. Thacker Seconded: Rep. Dixon

Called for vote: Passed

Chair Weathers asked for a motion to suspend the agenda in order to elect new Staff Congress officers for the 2001-2001 year.

MOTION: Suspend the agenda to elect Staff Congress officers for 2001-2002
Proposed: Rep. Dixon Seconded: Rep. Cecil

Called for vote: Passed

ELECTION OF STAFF CONGRESS OFFICERS

Parliamentarian B. Sammons conducted the election. Representative's McClurg and Mackin served as tellers for the election.

MOTION: Rep. Weathers nominated for Staff Congress Chair.
Proposed: Rep. Thacker Seconded: Rep. Caudill

Called for vote: Passed

MOTION: To cease nominations for Staff Congress Chair.
Proposed: Rep. Caudill Seconded: Rep. Thacker

Called for vote: Passed

Rep. Madonna Weathers accepted the nomination for Staff Congress Chair and was elected by acclamation.

Representative's Pam Moore and David Jessie were nominated for Staff Congress Vice-Chair.

MOTION: To cease nominations for Staff Congress Vice-Chair.
Proposed: Rep. Thacker Seconded: Rep. Williams

Called for vote: Passed

Ballots were distributed, collected, and counted by the tellers and Parliamentarian. Rep. Jessie was elected as Vice-Chair of the Staff Congress.

MOTION: Rep. Dallas Sammons nominated for Staff Congress Secretary.
Proposed: Rep. Thacker Seconded: Rep. Jessie

Called for vote: Passed

MOTION: To cease nominations for Staff Congress Secretary.
Proposed: Rep. Caudill Seconded: Rep. Jessie

Called for vote: Passed

Rep. Dallas Sammons accepted the nomination for Staff Congress Secretary and was elected by acclamation.

CHAIR'S REPORT – Ron Morrison of the Faculty Senate will not be available to send a representative to discuss the COSFL position paper until after school starts in August. Vice-President Dailey and Chair Weathers are discussing the Academic Department Specialist I & II positions. VP Dailey indicated to Chair Weathers that Human Resources did have control of the administration of the program. Carol Reeves, a staff member from Eastern Kentucky University had contacted Chair Weathers requesting assistance from the MSU Staff Congress in organizing a staff congress at EKU. Chair Weathers would like for the Executive Committee and other key members of the congress to meet with the EKU staff.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – Secretary D. Sammons reported that the Staff Congress dictation machine has quit working and requested the congress purchase a new one. Chair Weathers has ordered a new dictation machine for the Staff Congress.

Committee Reports

Credentials and Elections Committee – No report. Staff Congress Chair Weathers reminded the congress there is still a vacancy in the Technical/Paraprofessional category and suggested the committee investigate the possibility of combining the category with another category.

Standing Appointments Sub-Committee – No Report. Chair Weathers asked the Credentials and Elections Committee Chair Hopper contact former committee chair Rosemary Hinton to see if anyone in the Technical/Paraprofessional category was interested in serving on the congress.

Fiscal Affairs Committee – No report.

Personnel Policies and Benefits Committee – No report. Human Resources had called Rep. Stewart wanting to know who was chair of the University Standing Benefits Committee.

Regent's Report – None

OLD BUSINESS - None

NEW BUSINESS

MOTION: Approve travel for a group of staff congress representatives to meet with representatives from Eastern Kentucky University interested in forming a staff congress at EKU.

Proposed: Rep. Dixon **Seconded:** Rep. Stewart

Called for Vote: Passed

Rep. B. Sammons requested the congress investigate the possibility of staff members auditing classes without having to pay for them. Currently Financial Aid will only approve a tuition waiver if the staff member is taking the class for credit or pass/fail. This was referred to the Personnel Policies and Benefits Committee.

The following congress members were appointed to a committee:

		Affairs
Rhonda Crisp -	Willis Taylor - Standing	
Personnel Policies and	Appointments	
Benefits	Pam Moore - Fiscal	
Lonnie Morris -	Affairs	
Credentials and Elections		
Lora Pace - Fiscal		

ANNOUNCEMENTS:

- Rep. Caudill informed the congress University Boulevard would be closed beginning July 17th for resurfacing. New furniture is being moved into Cartmell Hall beginning today (July 2, 2001).
- Weather permitting, the Fields Hall project should be completed by the first week of August.
- The Administrative retreat will be August 7th at Sheltoe County Club.
- The computer lease program has been changed from Gateway to IBM.
- Xerox will be servicing all of the copy machines on campus.
- Distribution of merit pay has not been distributed to supervisors.
- The September meeting of the Staff Congress will be moved to September 10th due to the first Monday the University is closed for Labor Day.

MOTION: Adjournment

Proposed: Rep. Stewart **Seconded:** Rep. B. Sammons

Called For Vote: Passed. Meeting adjourned at 2:10 p.m.

Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA

Monday August 6, 2001

Riggle Room - 1 p.m.

I Call to Order

II Welcome/Guest

- Bill Redwine, Director of Auxiliary Services
- Gary Vanmeter, Director of Information Technology
- Angie Thompson, Office of Human Resources

III - - Approval of the Minutes

IV Chair's Report

V Vice Chair's Report

VI Secretary's Report

VII Committee Reports

- Credentials and Elections
- Standing Appointments Sub-Committee
- Fiscal Affairs
- Personnel Policies and Benefits

VIII Old Business

IX New Business

X Discussion

XI Announcements

- Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room
 - August
 - September 10
 - October 8
 - November 5
 - December 3
 - January 7
 - February 4
 - March 4
 - April 1
 - May 6
 - June 3
 - July 1

MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
August 6, 2001

MEMBERS:

Sharon Beller	*Joy Cecil	Michael Hopper	Pam Moore	Belva Sammons	Todd Thacker
*Larry Besant	Rhonda Crisp	David Jessie	Carole Morella	Dallas Sammons	Jonell Tobin
*Thelma Bumgardner	Lenore Dixon	*Linda Kegley	*Lonnie Morris	Tim Smith	Madonna Weathers
*Vincent Butler	Lana Fraley	Rhonda Mackin	Lora Pace	Stephanie Stewart	*Rick Williams
Gene Caudill	Patty Eldridge	*Zach McClurg	Darlene Ramey	Willis Taylor	

*Denotes member was absent

Guests:

Gary VanMeter, Information Technology	Suzanne Hogge, Human Resources
Bill Redwine, Director of Auxiliary Services	AngieThompson, Human Resources
Roger Barker, Director of Human Resources	

Chair Weathers called the meeting to order at 1:08 p.m. A quorum was present. The regular order of business was suspended in order for the guests to present their programs.

Bill Redwine gave a presentation on the new "Eagle Card" that is being issued to faculty, staff and students. The new ID cards have a smart chip that will allow carriers to use the cards in campus vending machines, convenience copiers, computer lab printers, campus dining services, library services, and ATM machines. The card may also be attached to an account at Firststar Bank. Faculty, staff, and students will need to pick-up the new ID cards at the Card Access Services.

Gary VanMeter discussed the new campus Net Work Print Management services. The print metering system will reduce paper waste and upgrade existing lab/classroom printers to new laser printers. Mr. VanMeter addressed many questions and concerns as presented by congress representatives.

Roger Barker, Suzanne Hogge, and Cindy Thompson from the Office of Human Resources addressed concerns expressed by representative regarding the reading of CH/CHA billing statements. Representatives asked that CA/CHA provide more detailed descriptions of services covered on claims and a detailed statement for drug coverage.

After presentations by guests, congress returned to the agenda to conduct business.

MOTION: To approve the July meeting minutes with the following corrections:
Change Rhonda Mackin to Rhonda Crisp under Election of Staff Congress Officers.

Proposed: Rep. Stewart

Called for vote: Passed

CHAIR'S REPORT – Reports will be presented in the committee reports.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – No report.

Committee Reports

Credentials and Elections Committee – Committee Chair Hopper reported that no action had been taken on the vacancy in the Technical/Paraprofessional category.

Standing Appointments Sub-Committee – No Report. Chair Weathers had received a request from the President's office for appointments to the Campus Environment Team/Affirmative Action Committee. The SA Sub-Committee recommends the following staff members for appointment to the committee:

T.C. Young, Distance Learning	Noel Williams, Human Resources
Tonya Jones, Housing Telecommunications	Rosemary Hinton, HPER

Fiscal Affairs Committee – No report.

Personnel Policies and Benefits Committee – No report. Human Resources had requested the congress to approve a UAR change regarding the awarding of a one-time bonus of \$200 to staff members receiving GED or High School diploma.

Regent's Report – None

OLD BUSINESS - None

NEW BUSINESS

MOTION: Change the UAR regarding salary increase for receiving a GED or High School Diploma to a one-time bonus of \$200.

Proposed: Rep. Caudill **Seconded:** Rep. Stewart

Called for vote: Passed

MOTION: Approve the persons recommended for consideration on the Campus Environment Team/Affirmative Action Committee.

Proposed: SA Sub-Committee **Seconded:** Rep. B. Sammons

Called for vote: Passed

Committee chairs need to give a list of committee members, Chairs, and Vice-Chairs to the Staff Congress Chair and Secretary.

ANNOUNCEMENTS:

- Rep. Caudill informed the congress resurfacing of the boulevard has been completed
- The furniture in Cartmell and East Mignon Hall has been completed.
- The Bell Tower and Breckinridge construction projects are still in progress.
- The Button Auditorium walk should be completed for orientation.
- The Administrative retreat will be August 7th at Sheltopee County Club.
- University residence halls will open August 14th.
- Remaining staff congress meetings are scheduled for the Riggle Room.
- There is a new parking lot for commuter students across from Jerry's restaurant on the by-pass.
- The trailers in the trailer park recently purchased from Fred White will be auctioned off on August 25th.
- The Standing Committees need to be updated on the university web page.
- The September meeting of the Staff Congress will be moved to September 10th due to the first Monday the University is closed for Labor Day.

MOTION: Adjournment

Proposed: Rep. Jessie **Seconded:** Rep. B. Sammons

Called For Vote: Passed. Meeting adjourned at 2:45 p.m.

Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA
Monday September 10, 2001
Riggle Room - 1 p.m.

- I Call to Order
- II Welcome/Guest
 - Suzette Redwine – On-line elections
 - Roger Barker – Human Resources
- III Approval of the Minutes
- IV Chair's Report
 - Ad Hoc Committee – PG-6
 - Resignation of Representative Lenora Dixon
 - Structure of Employee's Benefits Committee
- V Vice Chair's Report
- VI Secretary's Report
- VII Committee Reports
 - Credentials and Elections
 - Technical/Paraprofessional Vacancy
 - Standing Appointments Sub-Committee
 - 2001 Committee Appointments
 - Fiscal Affairs
 - Personnel Policies and Benefits
 - University Employees Benefits Committee
- VIII Old Business
- IX New Business
- X Discussion
- XI Announcements
 - Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room
 - October 8, 2001
 - November 5, 2001
 - December 3, 2001
 - January 7, 2002
 - February 4, 2002
 - March 4, 2002
 - April 1, 2002
 - May 6, 2002
 - June 3, 2002
 - July 1, 2002

MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
September 10, 2001

SGA

MEMBERS:

Arnon Beller	Joy Cecil	David Jessie	Carole Morella	Dallas Sammons	*Jonell Tobin
Larry Besant	Rhonda Crisp	Linda Kegley	Lonnie Morris	*Tim Smith	Madonna Weathers
Thelma Bumgardner	*Lana Fraley	Rhonda Mackin	Lora Pace	Stephanie Stewart	*Rick Williams
Vincent Butler	Patty Eldridge	Zach McClurg	Darlene Ramey	Willis Taylor	
Gene Caudill	Michael Hopper	Pam Moore	Beiva Sammons	Todd Thacker	

*Denotes member was absent

Guests: Suzette Redwine, University Center Programming & Special Events Coordinator
Roger Barker, Director of Human Resources

Chair Weathers called the meeting to order at 1:08 p.m. A quorum was present. The regular order of business was suspended in order for Mrs. Redwine to talk with the congress regarding on-line student elections. Mrs. Redwine was very pleased with the on-line Student Government elections that were held in April of 2001. The Office of Information Technology worked with student government in setting up the on-line election process. The upcoming Congress election will be a real test of how well the system will work. This election will be similar to what the Staff Congress would experience. The system will have students voting by categories such as class, major, on/off-campus, etc. The students will be allowed to vote from the hours of 6 am to 10 pm. Students can vote anywhere they have computer/web access. Once a vote has been cast, the student cannot go back and change the vote. For the spring election SGA saved \$776 by the elimination of setting up a voter machine, hiring a person work the machine, and ballot printing. SGA had set aside \$1200 for the election. The actual cost of the on-line election was \$50.

After the presentation by Mrs. Redwine, congress returned to the agenda to conduct business.

MOTION: To approve the August meeting minutes with the following corrections:

Proposed: Rep. Thacker **Seconded:** Rep. Kegley

Called for vote: Passed

CHAIR'S REPORT – Chair Weathers reported the resignation of Rep. Lenore Dixon effective 8/30/01. Rep. Dixon had been appointed to the PG-6 ad hoc committee with Representatives B. Sammons, Morris, and Thacker. Chair Weathers had contacted Rep. D. Sammons and she agreed to replace Rep. Dixon on the committee. Rep. Thacker had requested the make-up of the Employees Benefits Committee be reviewed since there were no representatives from two of the largest employee groups (Skilled Crafts & Service Maintenance) on the committee. Clyde James, President of the University Retirees Association had contacted Chair Weathers inquiring if there were areas within the university where retirees could volunteer their assistance.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – Sec. D. Sammons requested all Representatives to view the membership and committee membership pages of the Staff Congress web page to verify accuracy. Rep. McClurg was not listed on the Policies and Benefits committee.

Committee Reports

Credentials and Elections Committee – Committee Chair Hopper reported the committee had met and is recommending Jeannine Stephens to fill the Technical/Paraprofessional Category vacancy and Jackie McCleese to replace Rep. Lenore Dixon in the Secretarial/Clerical Category. Both appointees' terms are for the remainder of the year. The committee is working to implement a web based Staff Congress election for May 2002. The committee is working on web access problems for those employees who currently do not have web access. The committee will be looking into different options for on-line voting and computer/web access.

Standing Appointments Sub-Committee – Committee Vice-Chair Stewart reported the committee had met and is recommending Larry Besant to serve on the University Employees Benefits Committee. The committee is still trying to find a person in the Technical/Paraprofessional Category to serve on the committee.

Fiscal Affairs Committee – No report.

Personnel Policies and Benefits Committee – Committee Chair Thacker reported on the University Employees Benefits committee meeting regarding insurance benefits for 2002. The proposed plan options for 2002 can be viewed on the Staff Congress Web site. HR Director Roger Barker explained how the insurance plan is designed. The Aggregate Stop Lose Insurance provider is released for bid every year. There is a possibility of the university having to raise \$1 million more in premiums for 2002 than was raised in 2001 to cover claims. Human Resources is recommending the university contribute whichever is greater - \$250 per month or the amount of PPO Base policy. The university is required to keep a certain amount of money in reserve to cover insurance costs. Changes in coverage for the 2002 year are aimed at encouraging preventive health care.

Regent's Report – None

OLD BUSINESS

MOTION: Recommendation of Jeannine Stephens to fill the Technical/Paraprofessional Category vacancy on the Staff Congress and Jackie McCleese to replace Lenore Dixon in the Secretarial/Clerical category.

Proposed: CCE Committee **Seconded:** Rep. Moore

Called for vote: Passed

MOTION: Recommendation of Larry Besant to serve on the University Employees Benefits standing committee.

Proposed: SA Sub-Committee **Seconded:** Rep. Hopper

Called for vote: Passed

NEW BUSINESS

MOTION: Staff Congress recommends to Human Resources that a one representative from Skilled Crafts and one representative from Service Maintenance be appointed to the University Employees Benefits standing committee.

Proposed: Rep. Thacker **Seconded:** Rep. Hopper

Called for vote: Passed

Due to the composition of the University Employees Benefits Committee consisting of two staff members from the secretarial/clerical, technical/paraprofessional, skilled crafts, and/or service maintenance categories, and two staff members from the executive and/or professional/non-faculty categories selected by the Staff Congress, the Chair of the Staff congress Personnel Policies and Benefits Committee, which limits Staff Congresses representation on the committee to five persons, Rep. Thacker rescinded his motion.

MOTION: Staff Congress recommends to Human Resources that the composition of the University Employees Benefits Committee be changed so that all EEO categories are represented by appointment from the Staff Congress in addition to the PPB Committee chair remaining on the committee.

Proposed: Rep. Thacker **Seconded:** Rep. Hopper

Called for vote: Passed

The October meeting date was clarified to be Monday, Oct. 1, 2001.

ANNOUNCEMENTS:

- Flu shots will be available after Nov. 1.

MOTION: Adjournment

Proposed: Rep. Jessie **Seconded:** Rep. B.Sammons

Called For Vote: Passed. Meeting adjourned at 2:45 p.m.

Minutes by: Dallas F. Sammons, Secretary

STAFF CONGRESS AGENDA
Monday October 1, 2001
Riggle Room - 1 p.m.

- I Call to Order
- II Welcome/Guest
- III Approval of the Minutes
- IV Chair's Report
- V Vice Chair's Report
- VI Secretary's Report
- VII Committee Reports
 - Credentials and Elections
 - Standing Appointments Sub-Committee
 - Fiscal Affairs
 - Personnel Policies and Benefits
 - University Employees Benefits Committee
- VIII Old Business
- IX New Business
- Discussion
- XI Announcements
 - Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room.
 - November 5, 2001
 - December 3, 2001
 - January 7, 2002
 - February 4, 2002
 - March 4, 2002
 - April 1, 2002
 - May 6, 2002
 - June 3, 2002
 - July 1, 2002

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
December 3, 2001**

MEMBERS:

Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Belva Sammons	Willis Taylor
Larry Besant	Rhonda Crisp	Linda Kegley	Carole Morella	Dallas Sammons	Todd Thacker
Thelma Bumgardner	Lana Fraley	Rhonda Mackin	*Lonnie Morris	Tim Smith	Jonell Tobin
*Vincent Butler	Patty Eldridge	*Jackie McCleese	Lora Pace	*Jeannine Stevens	Madonna Weathers
Gene Caudill	Michael Hopper	Zach McClurg	Darlene Ramey	Stephanie Stewart	Rick Williams

***Denotes member was absent**

Guests: Roger Barker, Human Resources Director

Chair Weathers called the meeting to order at 1:01 p.m. A quorum was present.

MOTION: To approve the November meeting minutes with the following corrections: change "meet" to "met" on page one under Personnel Policies and Benefits Committee report; under New Business the first sentence on page to change "in or to be" to "in order to be"; names added to the Standing Appointments Sub-Committee:

- William Salazar** - Service Committee
- Wade Kerr & Janie Porter** - Wellness Committee
- Dr. Rita Calhoun** - Technology Resources Committee
- Shannon Harr** - Scholarship Committee
- Sharon Beller** - Job Reclassification Committee
- Marcia Ribble** - Student Life Committee
- Jeff Spradling** - Student Disciplinary Committee

Proposed: Rep. Sammons

Called for vote: Passed

CHAIR'S REPORT – Chair Weathers requested that Roger Barker get the Job Classification Appeals Committee information updated on the web and meet with those involved in updating the information. Chair Weathers asked permission from the congress to write a letter of appreciation to the Board of Regents for hosting the reception to meet university faculty and staff.

VICE-CHAIR'S REPORT - No report.

SECRETARY'S REPORT – No report.

Committee Reports

Credentials and Elections Committee – No report by committee chair Hopper. Staff Congress Chair Weathers discussed a proposal to amend PG-44 to allow alternative representatives of the Job Reclassification Appeals Committee to attend all committee meetings. As it reads now, alternates attend only the meetings in which they replace a committee member.

Standing Appointments Sub-Committee – Sub-Committee Chair Stewart reported the following persons had been nominated to fill vacant committee positions:

- Margaret Lafontaine** - Intercollegiate Athletics
- Ladonna Purcell** - Service Committee
- Thelma Bumgardner** - Service Committee

Fiscal Affairs Committee – Chair B. Sammons reported the committee had received a request to submit a

resolution regarding salary increases for the coming year similar to the one submitted by the Faculty Senate. The Fiscal Affairs Committee will submit the following resolution to the congress for approval in new business.

"For the 2002-2003 fiscal year the Fiscal Affairs Committee of the Staff Congress recommends that any salary increase package of up to 3% be distributed across the board for all university employees. It is further recommended that any salary funds exceeding a 3% pool be may distributed at the discretion of the administration."

Personnel Policies and Benefits Committee – Committee Chair Thacker deferred to committee Vice-Chair Besant who attended the University Benefits Committee meeting. VC Besant reported the UBC now has on the agenda to look into the tuition waiver for retirees and their dependents at the January meeting. An insurance policy for Long Term Care may be offered to employees. Rep. Stewart reported the UBC discussed the possibility of requiring employees contribute to the university sick leave pool in order to be eligible to draw from the pool. Term Life Insurance was not discussed in the UBC meeting. The issue of increasing retirees group term life insurance will need to be discussed with Human Resources

OLD BUSINESS

MOTION: To support the Standing Appointments Sub-Committee committee appointments as outlined in the committee report above.

Called for vote: **Proposed: SAS Committee** **Seconded: Rep. Ramey**
Passed

NEW BUSINESS

MOTION: "For the 2002-2003 fiscal year the Fiscal Affairs Committee of the Staff Congress recommends that any salary increase package of up to 3% be distributed across the board for all university employees. It is further recommended that any salary funds exceeding a 3% pool be may distributed at the discretion of the administration."

Called for vote: **Proposed: Fiscal Affairs Committee** **Seconded: Rep. Pace**
Passed

After much discussion the motion was amended to read as follows: "For the 2002-2003 fiscal year the Staff Congress Fiscal Affairs Committee recommends that any salary increase package of up to 3% be across the board for all university employees. It is further recommended that any salary funds exceeding 3% be equally distributed between faculty and staff pools to be applied through existing merit systems or across the board." Chair Weathers will send the resolution to the appropriate administrators with an introduction and justification similar to the Faculty Senate.

MOTION: Staff Congress send a "Thank You" note to the Board of Regents for hosting a reception for faculty and staff

Proposed: Rep. B. Sammons **Seconded: Rep. Morella**

Regents Report - No report

ANNOUNCEMENTS

The next meeting will be 01/07/01.
Next week is final exam week.
Wednesday is reading day
Have a Happy and Safe Holiday

MOTION: Adjournment
Proposed: Rep. Thacker **Seconded: Rep. B. Sammons**
Called For Vote: Passed. Meeting adjourned at 1:45 p.m.

Minutes by: Dallas F. Sammons, Secretary

**STAFF CONGRESS AGENDA
Monday January 7, 2001
Riggle Room - 1 p.m.**

- I Call to Order
- II Welcome/Guest
- III Approval of the Minutes
- IV Chair's Report
- V Vice Chair's Report
- VI Secretary's Report
- VII Committee Reports
 - Credentials and Elections
 - Standing Appointments Sub-Committee
 - Fiscal Affairs
 - Personnel Policies and Benefits
 - University Employees Benefits Committee
- VIII Old Business
- IX New Business
- X Discussion

Announcements

- Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room.
- February 4, 2002
- March 4, 2002
- April 1, 2002
- May 6, 2002
- June 3, 2002
- July 1, 2002

MOREHEAD STATE UNIVERSITY

**MOREHEAD STATE UNIVERSITY
STAFF CONGRESS MINUTES
February , 2002**

MEMBERS:

*Sharon Beller	Joy Cecil	David Jessie	Pam Moore	Belva Sammons	Willis Taylor
Larry Besant	Rhonda Crisp	Linda Kegley	Carole Morella	Dallas Sammons	*Todd Thacker
T. Bumgardner	Lana Fraley	Rhonda Mackin	Lonnie Morris	Tim Smith	Jonell Tobin
*Vincent Butler	Patty Eldridge	*Jackie McCleese	Lora Pace	*Jeannine Stevens	Madonna Weath
Gene Caudill	Michael Hopper	Zach McClurg	Darlene Ramey	Stephanie Stewart	*Rick Williams

*Denotes member was absent

Guests: None

Chair Weathers call the meeting to order at 1:04 pm. A quorum was present.

Motion:	To approve the January meeting minutes with the following corrections: delete "a" from line 2 of the Chair's report; add "no report" on the Standing Appointments Sub-Committee, correct meeting date to 02/02/02 under announcements.	
	Proposed: Rep. Pace	Seconded: Rep. Cecil
Called for vote:	Passed	

CHAIR'S REPORT:	Chair Weathers reported that she had conveyed the staff congress's support of the administration position regarding the state legislature's proposal to require state universities participate in the state health insurance program. Morehead State University WILL NOT support the proposal and will attempt to remain exempt from state health insurance program. Chair Weathers has not received any response from the administration regarding the distribution of the 3% salary pool.
VICE-CHAIR'S REPORT:	No report.
SECRETARY'S REPORT:	No report.

Committee Reports

Credentials and Elections Committee:	Committee Chair Rep. Hopper reported on the status of the on-line staff congress election project and distributed a memo regarding elections to congress member. There are currently approximately 200 staff members (primarily Physical Plant employees) that do not have university web accounts which are needed to vote in on-line election. Computer access for Physical Plant employees would be made available in a conference room in the Rice Maintenance Building. Training sessions would be made available for those employees that need to establish web accounts. Information regarding the on-line voting procedures and training sessions will be sent to all staff employees. Staff Congress nomination forms will be mailed to all staff members on March 1, 2002. The deadline for nominations to be returned is March 22, 2002. A sample ballot will be mailed to all staff on April 1, 2002. Election reminders will be sent to all staff on April 29, 2002. The staff congress election
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MOREHEAD STATE UNIVERSITY

	<p>be May 15, 2002. The following categories will have vacancies to be elected:</p> <ul style="list-style-type: none"> • Professional/Non-Faculty (2 three-year terms) • Secretarial/Clerical (2 three-yr. terms and 1 one-yr. term) • Service/ Maintenance (one three-year term) • Skilled Crafts (one three-year term) • Technical/Paraprofessional (one three-yr. term and one two-yr. term) • At-Large (3 three-year terms)
Standing Appointments Sub-Committee:	No report.
Fiscal Affairs Committee:	No report.
Personnel Policies and Benefits Committee:	No report.
University Employees Benefits Committee:	No report.

OLD BUSINESS - None

NEW BUSINESS

There was a discussion of evaluation of supervisors. Currently there is no policy or form to evaluate supervisors. The only supervisors evaluated are Vice-Presidents. Some congress members felt there should be an evaluation of up line supervisors.

It was brought to the attention of the congress that there is no place to evaluate "professional development" on the current performance evaluation form.

REGENTS REPORT - No report.

ANNOUNCEMENTS

Dr. William Hudson has been appointed as the new Associate Dean of Retention. He has appointed a committee of university officials to a retention committee.

Rep. Pam-Moore has been promoted to Academic Support Specialist in the Office of Retention.

The next meeting will be 03/04/02.

Motion:	To adjourn	
	Proposed: Rep. Pace	Seconded: Rep. Ramey
Called for vote:	Passed	

Minutes submitted by: Dallas F. Sammons, Secretary

**Staff Congress Agenda
Monday February 4, 2002**

MOREHEAD STATE UNIVERSITY

Riggle Room 1 pm

I Call to Order

II Welcome/Guest

III Approval of the Minutes

IV Chair's Report

V Vice Chair's Report

VI Secretary's Report

VII Committee Reports

- **Credentials and Elections**
- **Standing Appointments Sub-Committee**
- **Fiscal Affairs**
- **Personnel Policies and Benefits**
- **University Employees Benefits Committee**

VIII Old Business

IX New Business

X Discussion


Announcements

- **Meeting dates 2001-2002 - All meetings are Mondays at 1:00 pm in the Riggle Room.**
- **April 1, 2002**
- **May 6, 2002**
- **June 3, 2002**
- **July 1, 2002**



MOREHEAD, KENTUCKY 40351-1689

MEMORANDUM

TO: Members, Academic Program Review Committee
FROM: Al Baldwin 
DATE: March 12, 2002
RE: Meeting Notes - February 13, 2002

The University's Academic Program Review Committee met at 3:00 p.m. on February 13, 2002 in the Provost's Conference Room. The following members were present:

Debbie Abell
Dean Owen
Bonnie Bailey

Michael Moore
Larry Hammond
Carol Nutter

The initial part of the meeting focused on the purpose and organization of the committee. (Attached is the committee's charter from the Faculty Senate.) The schedule for the semester's meetings and work plan was discussed and it was determined that the committee would meet as planned on specified Wednesdays at 3:00 p.m. through the semester.

The committee next discussed the process to be employed in reviewing the Academic Program Review reports. Dr. Owen suggested the committee develop and implement a scoring rubric based on specific standards for the major issues to be addressed in the reports. Dr. Owen offered to develop an outline and send to Dr. Moore for consideration and distribution. It was the consensus of the committee that the implementation of the scoring rubric would be effective for the Academic Program Review reports due during 2002/2003.

Copies of the University Studies Academic Program Review Report were distributed to the committee members who were asked to read the report and come to the next meeting prepared to discuss the report and reach consensus on program strengths and weaknesses based on information in the report.

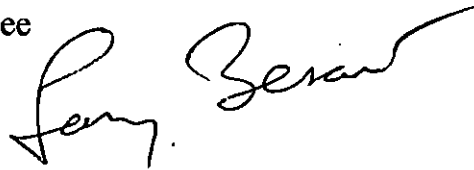
The meeting adjourned at 4:45 p.m. with the committee to meet again on Wednesday, March 6, 2002, at 3:00 p.m. in the Provost's conference room.

c: Faculty Senate
✓ Student Government Association
Camden-Carroll Library

MEMORANDUM

TO: MSU Library Committee

FROM: Larry X. Besant
Director of Libraries



DATE: April 9, 2002

SUBJECT: Minutes of March Meeting

Attached are the minutes of the March 15 meeting. The April 19, 2002, meeting is hereby canceled. There will be no meeting in April or May unless called for by a special agenda item (budget issues, etc.)

Thank you for your good participation at our six Library Committee meetings this academic year. I believe that we accomplished some good strides in improving library services to students and faculty. I am particularly grateful for your participation and support in raising the campus awareness of the need for the library renovation and addition project.

I look forward to working with those of you who are returning on the committee during the next academic year.

LXB/rar

Attachment

cc	Dr. Eaglin	SGA	University Archives
	Dr. Moore	Staff Congress	Library Supervisors
	Faculty Senate	Planning Office	



MOREHEAD, KENTUCKY 40351-1689

MEMORANDUM

TO: Dr. Connell

FROM: Michael R. Moore *Michael R. Moore*
Provost

DATE: April 15, 2002

RE: University Studies Program Review

Enclosed is the report from the University Academic Program Review Committee concerning the University Studies Academic Program Review. The committee sincerely appreciates the time and effort put forth in conducting the review.

Please provide a written response to the committee's recommendations by May 31, 2002. If you have questions about any part of the committee's report, please contact me or Al Baldwin

td

Enclosure

c: Members, University Academic program Review Committee
Faculty Senate
SGA
Camden-Carroll Library

UNIVERSITY ACADEMIC PROGRAM REVIEW COMMITTEE REPORT

ON

UNIVERSITY STUDIES: BACCALAUREATE & ASSOCIATE DEGREE PROGRAMS

The University Academic Program Review Committee has completed its review of the Academic Program Review Report for the University Studies baccalaureate and associate degree programs.

The committee finds that the University Studies Program serves a very important purpose within the University in meeting its program goals/objectives. It presents academic degree program options that provide great flexibility in meeting the personal academic goals of specific students at the University.

Based on the committee's review of the report, the following strengths of the University Studies Program were identified:

- The flexibility of both the associate and baccalaureate degree programs in University Studies enables students in these programs to earn degrees in a timely manner and meet their specific educational objectives.
- The programs significantly enhance the opportunities for students to gain higher education degrees through the variety of courses offered at the University's regional campuses.
- The programs possess significant potential to meet the unique educational goals of specific groups of potential students through program offering and packaging.

The committee has the following recommendations and suggestions. The committee asked that responses be submitted to the committee on each recommendation; no responses are necessary for suggestions.

Recommendations:

1. Strengthen the programs assessment processes to include more objective measurements of student outcomes.
 - Include data from employer survey and on students gaining entry into professional and graduate schools.
 - Systematically repeat the BUS/AUS Student Satisfaction Survey.

2. Expand the analysis of student enrollment/retention/persistent and graduation data.
 - Classification of students (hours completed) at point of entry into University Studies.
 - Numbers of students/graduates who primarily take courses at regional campuses.

Suggestions:

1. Examine age distribution of BUS/AUS students/graduates.
2. Examine the SACS criteria (Sec. 4.2.1) regarding experiential learning credit.
3. Monitor compliance with the SACS criteria that requires that "at least 25% of the discipline course hours in each undergraduate major" (baccalaureate) "must be taught by faculty members holding the terminal degree. . . in that discipline."
4. Working with colleges and departments, develop/maintain two-year projections for course offerings at regional campuses that meet needs of BUS and AUS students.

.....

Please provide response to the Academic Program Review Committee (ATTN: Provost) by May 31, 2002.