

Lindenwood University

Digital Commons@Lindenwood University

Faculty Meeting/Council Minutes

Lindenwood Documents, Booklets,
Miscellaneous

2006

Lindenwood University Faculty Meeting Minutes, 2006-2007

Lindenwood University

Follow this and additional works at: https://digitalcommons.lindenwood.edu/faculty_council



Part of the [Higher Education Commons](#)

Faculty Meeting Minutes
Wednesday, October 11
3:00 PM
Anheuser-Busch Leadership Center
Spellmann Campus Center

I. President's Report – Dr. Jim Evans

- A. Interim – authority for day to day services, not major policy changes
If search occurs will be in the Spring. Choices are to promote from within, to do a local search or to do a national search. Board will decide the procedure at a later date.
- B. Looking Ahead – keeping our mission to be a liberal arts university – bachelor through Doctorate
- Support volume business concept and yet be careful to provide the infrastructure needed to support it
 - Close supervision of revenue and expenses
 - Promote LU excellence image as a first rate higher education facility
 - Maintain our integrity
 - Promote image among peer institutions
 - Improve customer services at remote sites
 - Health Management was just approved for Illinois
 - Increase internal and external effective communications
 - Suggestion box on-line for students will be set up
- C. Integrated Data Base – Working with Three Rivers to propose an up to date integrated data base.
- Eventually students could register on line with advisor's approval
 - On line donor forms
 - Committee of Kim Gordon, Brian Bush, and Ryan Guffey
- D. Retail Center – working with the City of St. Charles for a retail center
- Hoping to have one stop shopping for students, services available would include the business office, financial aid...) in one building
 - The City of St. Charles is supportive of the plan
 - First must replace the housing we would be tearing down
 - Approval for two more dorms in the same style (house 380 students)
- E. Distant Future – An addition to the Performance Arena to include a swimming pool, recreation, all purpose gym, more ideas forthcoming
- F. Development of Fund Raising – Would like to see us improve by 10% a year for the next 10 years. We are currently at capacity for increasing funds from student revenues.

- Role of the President – more responsibility in directly approaching corporate donors
- Alumni – there is a need to pay more attention to our large resource, the alumni pool of living graduates. Would like to increase this donor base to 10% by 2010. Currently it is only 5-7%

G. Longer term plans –

- 100 million dollar endowment by 2010
- improve existing facilities
- careful analysis of cost vs. revenues of each site (profit worthiness) net positive result
- increase retention/graduation rates
- new focus on increasing retention will need to improve, slightly down from last year (70%) and now 64-65%
- ultimate goal of 80% retention
- support and develop productive areas of study with the promise of being able to support themselves
- Jan. 2008 projected date for finishing Performing Arts building – going well
- Harmon Hall plan is still moving ahead but cannot complete until Perf. Arts building is open
- 3 additional accesses are planned
- bike and pedestrian paths are in the plans as well
- as always, would appreciate hearing from faculty and are open to ideas

H. Higher Learning Commission Report –

- Complimentary to the education department and the faculty as a whole, they were impressed
- Received initial draft of approval without reservation, a few minor errors of fact to correct
- This is the most positive report the President has seen in the 32 years of his employment with LU
- 1-2 weeks the Chair of the visiting team will send report to HLC office in Chicago
- a few weeks after that the report will come to us
- We can then argue if necessary (not anticipated)
- Then to Reader's Panel
- And then to the Institutional Action Council where they have three options a) accept b) reject, or c) add conditions
- The whole process could be completed by mid-January or it could drag out into April

I. Fall Head Count –

- Up 12%, 3450 residential students for Fall 06
- 11% growth for fall quarter

- 7% total graduate/undergraduate students combined
- slight decline in graduate students
- LCIE undergraduates are by 150 or so students

J. Faculty Participation – very important to be immersed in LU life. Faculty participation is needed and encouraged. Please attend events like the Alumni reception and Homecoming Football game which are coming up soon

II. Annual Performance Reviews and IDP Process – Dr. Boyle

- By 11/6/06 a rough draft of your IDP should go to your Dean
- 11/6 – 12/15 Division Deans will have a face to face meeting with individual faculty to discuss
- 12/15 – 12/20 the Deans will meet with Dr. Boyle to determine salary
- 1/15-3/15/07 contracts will be issued
- Dr. Boyle thanked faculty for their support with the HLC visit as well as the transitions that have occurred with administration

III. J-Term/Winter/Spring Term Registration Process – Dr. Weitzel

- Make sure that you list “no book required” on book order form when you are not requiring a text
- The registration dates are on PC Common
- Same process as last year
- Will need advisors at registrations and you Deans will have sign up lists

IV. Admissions – Joe Parisi

- Has been meeting with counselors at high schools
- Have received 300 applications for Spring semester, some of these are students completing their community college credits and ready to transfer
- Phone-A-Thon initiative 5-7 pm 10/24, 11/7, 11/28 and will need faculty volunteers
- Continue to send over yellow cards of potential referral names
- Recruiting strategies of looking everywhere in the community for potential students

V. Retention Strategies

- Dr. Abbott – professors from the sciences are going to high school fairs with the admissions people. Seldom do these fairs have college faculty reps.
- Joe Alsobrook – he gets to know all of the area music teachers and sets aside one afternoon a week for recruiting. Once he brings students to campus LU sells itself
- Dr. Weitzel – carries cards with her and listens for opportunities
- Sheryl Guffey – suggests that you can go to Admissions anytime to get cards to call prospects
- Marsha Parker – when you attend community or school events meet students with talent and get their names

VI. Catalog Time Lines and books

- 12/31 due date for all copy (catalog changes) to Jann Weitzel
- trying to get dates ahead of time
- will send out a memo with all due dates for the future
- MDS buy back will be at the bookstore during finals week
- For J-term remind students to order in advance, delivery will be on 1/3 or 1/4/07, if they wait until classes start it will be too late to get books in time
- 2% back order rate
- More advertising and posters around campus will occur, and most students will have had experience with the new system

VII. Standing Committee Reports

- EPC – Larry Quiggins; looking at standardizing course syllabi, incompletes policy and independent studies
- General Education – Kris Smith; recently met to set meeting times and goals for this year
- Assessment – Marilyn Abbott; (Deans and Jann Weitzel)
- IRB – Tammy Pavlec – discussion of human subjects and all research with human subjects must be approved by IRB
- Faculty Strategic Planning – Jennifer Firestine (unavailable, Mike Stein gave “no report” in her absence)

VIII. Upcoming Events

- Marsha Parker – numerous opportunities coming up in fine and performing arts. Just a reminder that students love to see your presence. See calendar for dates
- Eric Click – Homecoming 10/21/06, Parent’s Day and Alumni Day; see calendar. Encouragement for as many faculty to attend as possible.

VIII. Announcements

None

X. Meeting adjourned at 4:17 pm

*Respectfully submitted,
Debra Johnson*

Faculty Meeting Minutes
Wednesday, November 29, 2006
3:00 PM
Anheuser-Busch Leadership Center
Spellmann Campus Center

Meeting called to order by Dr. Boyle at 3:00 pm

I. President's Report – Dr. Jim Evans

- Students appear to be in a productive mood
- Mid-term grade problems have been handled
- achievement and conduct seem to be in good shape
- Registration went well
- Trying to improve retention for freshmen – John Guffey will lead this initiative
- Integrated data base system is coming, hopefully ready to use for Fall 2007 registration
- LU student govt. assoc. will be meeting with the President this week
- Email bulletins will be going out on a regular basis to students as a method of improving communication
- 160 teaching faculty (including part-time and Deans)
- Peer – Mentor faculty program seems to be going very well
- Planning/Dev. Committee met with President
 - Photocopy center will be installed
 - Investigating a group life insurance plan
 - Direct deposit for paychecks
 - Presenters for faculty development
 - Will continue to support professional development

- New Staff: Eric Stohler will be drafting a Univ. Policy acknowledging gifts to the university
- Katie Montgomery – is the new Alumni Director and fund raiser, she is an LU grad
- Currently interviewing people for Director of Corporate Fund raising and have narrowed it down to two well qualified candidates
- Public Relations/ Communications – have hired a new Sports Information Director – David Newton from Truman State. He will be the media relation liaison. Also will be handling “Institutional Memory”
- Programs: At a recent Board meeting they approved two new majors a BA in Journalism and a BA in Music Business.
- EdD approval process is going well. The council will meet next Wed and if a positive decision is made they will move on to Trustee approval
- CWSE – site visit went extremely well. A special thank you to Social Work faculty for preparing so well and to faculty and staff that supported this visit

- Facilities: 2 new dorms approved by Board and the actual construction should begin in March. Performing Arts bldg is ahead of schedule. A banner for the West Clay side is being developed
- Belleville classrooms were upgraded
- Wireless network on the North County campus should be available soon
- Outreach in communications – mtg with leaders in the community including Partners for Progress, Regional Business Council, Kiwanis, American Red Cross
- Development of a fire academy cooperative program is being developed by the CJ dept.
- An Administrative Council has been formed to increase communications with Campus Life, Business Office, Operations, Provost and Dean of Faculty
- Please remember to RSVP 11/30 to Judi for the Christmas Party 12/16
- President's Award: plaque given to Terry St. Clair for teaching excellence and recruiting

II. Dr. Boyle – Dean of Faculty

- Final exams will occur 12/11 through 12/15
- All classes must meet during the exam time and have a test or meaningful activity
- 9 and 10 month faculty may leave after 12/15 and grades are turned in
- This Friday is an open registration day
- Kim Gordon announced that we may only need to do our previous format of registration one more time in the Spring. Hoping to solve the problem with freshmen registration as classes would close while they were in line

III. Dr. Weitzel - Provost

- Please check the email memo for a list of students who are eligible to return but have not yet registered.
- In the comment column document what attempt you have made to reach them
- See email list for due dates and note the date for the honors awards to submit names and information
- Dishonesty policy – use the form in faculty folder
- SSWA – collected from the faculty for their annual Adopt A Family program they do at Christmas

IV. New integrated data base system – Ryan Guffey, Brian Bush, Kim Gordon

- Students will be able to view their own records
- Enrollment can be handled on line
- Eliminating SS numbers and replacing them with ID numbers
- Hopefully will be ready for Fall registration
- More on Copy Center from Brian: would be staffed by employees not work and learn. Would be able to order on line and pick up with ID. Working on a location at this time

V. Upcoming events

- On 12/14 LU is hosting a School Safety Conference with an anticipated 320 schools represented
- Boone Home: offering 2 for one tickets to faculty for the Christmas candlelight tours
- Marsha Parker: Madrigal Dinner, John Troy's art exhibit, Christmas Carole
- Eric: midnight breakfast Mon. of finals week, all week food in different locations for students while they are studying.

Meeting adjourned by Dr. Boyle at 4:15 pm.

Lindenwood University
Faculty Meeting
Wednesday, December 1
3:00 p.m.

Dean Jann Weitzel called the meeting to order. Weitzel announced that Dr. Evans, Provost, would not be attending the meeting because he was traveling with Dr. Marilyn Abbott, Dean of Sciences, in order for her to be awarded the Governor's Teaching Award.

Dr. Weitzel also announced that President Spellmann was called off campus and would not be attending the meeting. His comments will be distributed later this month in written form and he will address the faculty at the January faculty meeting.

Dean Hardman recognized Carla Mueller. Mueller announced that the Human Services organization is again collecting donations for two families during the Christmas holiday season. Both families consist of single, working mothers and their children. Ms. Mueller stated that this is a service learning project, and the LU students will take the children shopping and swimming and then host a pizza party during which the parents can wrap presents for their children. An envelope was passed among the faculty for donations.

Dean Hardman announced that classes are to meet at the stated final exam times and that a final exam or "some other evaluative meeting with some input on grade" should be conducted.

Dean Hardman also announced that the last date on campus for 9 and 10 month faculty members in December will be Wednesday, the 15th. An open registration day will be held on that Wednesday and faculty members will be needed to help register students.

Dean Boyle made announcements concerning winter and spring registration. He noted that not all of the eligible students have registered and he encouraged everyone to make contact with their unenrolled advisees and encourage them to get enrolled as soon as possible. He also noted that it is expected that some students may transfer and that will leave openings. He stated that there are students from other colleges looking for a change at semester, and we'd like to be that change. He also stated that the "word is out" that we have "the best teaching, good food, and good facilities for classrooms." This is our chance, he stated, to find those highly qualified individuals. Finally, he stated that we will have 200 beds open for spring and that if each faculty member just recruited one new student, all those beds will be filled.

Dean Hardman introduced the newest member of the Division of Management, the Dean of Academic Services, Tammy Freeman. He shared information from her vitae including that her BA was from Missouri Valley and her MA was earned at LU.

Dean Weitzel introduced Dr. Jeffrey Smith, the chairperson of the Faculty Strategic Planning committee. Dr. Smith explained the purpose of the committee, and he thanked everyone for their participation at the first Faculty Forum and for their responses to the questions asked. He stated that the committee will now organize those comments and put them together into a standardized form with objectives, a rationale, and a set of implementation steps. In January, the committee will put together a draft of a document and will ask for faculty input. Faculty will be asked to state which of the objectives should be pursued and those responses will be discussed at the next Faculty Forum. The faculty will also discuss the Faculty Forum itself and the form that it should

take in the future. At that point, a document will be sent to President Spellmann outlining the main questions and concerns.

Dean Parker announced a series of events taking place on and off campus:

Christmas Carol- 7:30 Dec. 3, 4, 5

Madrigal Dinner- Dec. 3, 4, 5,

Boone Home Christmas Walk- Dec 3, 4, 10, 100. She also stated that there is a fee for all, not free as was stated on the agenda.

Midnight Breakfast- Dec. 6

Staff and Faculty Christmas Party- Dec. 11

January Faculty Meeting- Jan. 3

Dr. Ann Canale also announced a stage reading of Dr. George Hickenlooper's newest play, *St. Francis and the Sultan*. It will be read by LU students at the Downstage Theatre in Harmon at 3:00, Dec. 1.

Dean Freeman stated that the advising forms are now on the J-drive. She also announced that faculty members can access copies of evaluated transcripts on the J-drive.

Dr. Peter Griffin announced that the Assessment Report is now complete and copies will be given to the Deans. Electronic versions will also be available in the near future. Dr. Griffin also announced that he is turning over the chairmanship of the Assessment Committee to Dr. Donald Heidenreich. Dr. Griffin thanked everyone for their help and support in preparing the assessment report in past years.

Dr. Ed Perantoni reminded faculty who use WebCT to back up their programs so that classes can be reset and loaded.

Dr. Ray Scupin stated that the new version of student course evaluations is now down to one page in length, as suggested by faculty, and that the new form will be discussed at the January faculty meeting.

Dean Weitzel reminded faculty of the memorial service for Dr. David Williams.

Dean Weitzel adjourned the meeting.

Respectfully submitted,
Jann Weitzel
Dean of Humanities

LINDENWOOD UNIVERSITY
Faculty Meeting—Minutes 1/3/07

The meeting was called to order at 1:35 p.m. by Dean Rick Boyle.

I. The President's Report

J-term: President Evans reported that over 2250 students are enrolled in J-term; 2000 are residential students.

Life Insurance: Kip Starns from Lutheran Trust and Dan from Guardian presented on the availability of enrollment in a life insurance benefit beginning 3/07. An information packet was distributed to faculty. Enrollment meetings are to be scheduled in the near future.

National Trends in Higher Education: Accessibility, affordability and accountability. Accessibility action plans include extension of the NCLB Act to higher education; alignment of high school and college curricula, offering of more college prep/AP credit and acceptance of international degrees and credit. Affordability action plans include reports and justification to the public on increases in tuition and fees and an expedited and streamlined FAFSA process. Accountability action plans include a privacy protected database to track graduation and retention rates, openness to diversity and availability of distance education. LU needs to improve in graduation and retention; LU is ahead on assessment.

Freshman Orientation Program: 2-day program during the Faculty Workshop Week. Consideration of a Freshman Coordinator on at least a half-time basis.

Community Living: needs to be more meaningful. The curriculum is being reviewed. Assignment of instructors will be more selective.

LU Speaker Series: First session: March 8 at 7:00 p.m.—Marsha Ackman, an LU alum on women pilots

Doctoral Education: Congratulations to the Education Program on obtaining approval quickly. Other programs being considered for doctoral level education are management and counseling.

II. Database Task Force/Academic Services

Kim Gordon presented some of the complexities of the implementation of a new system which may take anywhere from 6—18 months. The system is likely to be brought up in sections as a student would interact with LU. Ryan Guffey, Brian Bush and Kim Gordon are the primary implementation team. Faculty involvement is expected.

Kim Gordon specified the importance of accurate attendance records as there is a need to verify proof of attendance.

Mary Ann Townsend demonstrated a new feature on CRT to access open class rosters in close to real time. She suggested that a second option for classes be added to a registration or add form should the first option be closed when the student registers. This way, the student would not have to return to the advisor to get enrolled.

III. Thank-you for donations

Carla Mueller, faculty advisor for the Social Work Student Alliance thanked the faculty for their contributions to the Christmas Adopt-a-Family service project. Three LU families and one agency family were assisted at the holidays.

IV. Provost's Report

Dr. Jann Weitzel discussed the importance of accurate reporting of attendance as it is related to a student's financial aid. Discussion resulted in the decision that faculty could attach a roster signed by the student so that social security numbers were not disclosed. Dr. Weitzel will be emailing a

schedule of due dates. She reported that in 2008 graduation may happen in one day at the Family Arena.

Dr. Weitzel then facilitated a round table exercise for faculty input into improvement of the College and Community Living course and to ask for faculty who would consider teaching two sections, perhaps in lieu of a J-term course. The goal is to find ways to engage every student every day, right away. Each table was to submit ideas and volunteer lists.

The Faculty Meeting of 1/3/07 was adjourned at 2:55 p.m. by Provost Jann Weitzel.

LINDENWOOD UNIVERSITY
Faculty Meeting
Minutes—March 7, 2007

Dr. Boyle called the meeting in Young Auditorium to order at 3:00 p.m.

I. President's Address

President Evans addressed the low rate of student dismissal for misconduct. He presented the Student development initiatives and the role of Campus Life and Student Development Offices in the attention to the overall education of our students. Students appear to be satisfied with the new visitation policy. President Evans praised the Journalism Program for the first edition of the Legacy, the student newspaper. Freshman Orientation has become a sub-committee of the Student Retention Committee, with an emphasis for freshman on cohesiveness, engagement of the first-year student, developing a team spirit, revising the Community Living class and lengthening it to a 2-credit hour course. Dr. Evans stated that the faculty contract process is going well, citing minimal turnover, new faculty positions and the use of visiting professors. The President recognized the work of committees, including the expanded role of the Faculty Development and Planning Committee in hiring new faculty, recommending promotions and strategic planning. He stated Dr. Boyle would be the contact from administration for this committee. President Evans encouraged development of task forces as Centers of Excellence. Brett Barger was recognized for his coordination of extension sites (not schools). The LU Board of Directors has decreed a long-term commitment to the further development of the Boone Home, with a focus on tourism and community education and the probable building of a Visitor Center. The Weldon Springs site is to be refurbished; at the Belleville campus, new personnel are being recruited; on the main campus, security is being addressed with the addition of two full time security staff during the "graveyard" shift. Lighting is also being evaluated with the possibility of dusk-to-dawn porch lights at Linden Terrace housing being installed. There is a task force writing a comprehensive employee manual that is expected to be available at the Fall Workshops. Direct deposit of paychecks will be available for faculty with the May 31st paycheck, for those who sign up. The President encouraged faculty to participate in the educational speakers' series presentation and to encourage students to attend, also. Upon closing, President Evans encouraged faculty to present opportunities for change that would work to change perceptions of LU. He acknowledged the work involved in the soon-to-be-published Academic Programs booklet. He ended with his goal of making academic policies and procedures better.

II. Candidates for Honorary Doctorate of Humane Letters

Dr. Weitzel presented John Primrose as a candidate for an Honorary Doctorate of Human Letters. The motion to honor the Boy Scout executive, Eagle Scout, marketing and sales executive, and Harvard Business School graduate with expertise in nonprofit management was accepted with a unanimous vote of the faculty.

Rick Fournier, an Emmy/Peabody-Award recipient with a career in television production, creation, writing, and directing, and a lecturer/visiting professor was presented, motioned, seconded and accepted with a unanimous vote of the faculty for the designee of Honorary Doctorate of Human Letters.

III. Reports

Counseling Program—presented by Marsha Andreaoff, Jan Munro, Steve House, and Cathy Hart. A brochure describing the program and the referral process was distributed. The Program is located in the Cultural Center. Mental health assistance with personal and academic concerns including, but not limited to: social/relationships, grief and loss, personal habits, test anxiety, identity and self-esteem, and spirituality will be available to our students. Student interns from the Professional Counseling under faculty supervision will provide the services. Confidentiality and referrals to appropriate resources will be part of the program.

Students with disabilities will be referred to Toni Isenhour. Rev. House will provide spiritual counseling; all efforts will be made to connect the student with their faith tradition. Cathy Hart x4768 presented on the Student Success Office located in 4085 Spellmann Center. Support and referrals are appreciated for all of these support programs for our students' success.

Three Rivers Installation—presented by Ryan Guffey. A schedule for installation, testing, and training for staff is in place. A test run with the Fall Trimester is expected. Training for faculty is still pending.

Ambassador Program—Joanna Finch asked for three nominations from each Division for students to be part of a select group of students who will positively promote LU. These students will be leading tours for those visiting our campus.

Direct Deposit—Dr. Boyle reported that direct deposit of paychecks (as recommended by the Faculty Planning and Development Committee) will be available with the May 31st paycheck. This is a voluntary, not a mandatory program. Forms to enroll in this program will be in the March 31st paycheck; due back to Joyce Townsend by 4/20/07. This program will not be available to adjuncts or part-time staff.

Freshman Experience—Dr. Shane Williamson was introduced to the faculty. She has a Doctorate from Rutgers and experience in engaging first-year university students. The Freshman Experience will be from 8/22—8/26/07. The objectives will be to educate new students about LU policies, procedures, resources and expectations—all to be a solid foundation to help students work toward graduation. Activities will include welcome receptions in each Division, parent orientation and ecumenical services. Faculty will be involved in division receptions, advisor meetings and teaching Community Living.

IV. Academic Services

Kim Gordon presented information from the registrar's office. A reminder that mid-term grades are due Friday was given. Graduation is to be held in the Stadium this year with a possible move to the Family Arena next year. 8 tickets will be given to each graduate; if the ceremony is moved to the Performance Arena due to inclement weather, only 2 tickets will be available per graduate. Notification about moving the ceremonies will be on the web site and on a hotline. Faculty volunteers are needed; a sign-up sheet was distributed to enlist aid. Registration for the fall semester will be next week for seniors and juniors from 8:00 a.m. to 5:00 p.m.—faculty are asked to be in their offices for advising assistance.; sophomores and freshman will be the subsequent week—faculty are asked to be at the Spellmann Center for advising assistance. This system is expected to be eliminated with the installation of the new database.

V. Introduction of New Personnel

Dr. Boyle introduced the following new personnel:

- Dr. Williamson in Campus Life
- Cacky Gardner at the Weldon Springs site
- Shannon Eiley, LCIE at Belleville
- Ken Cadillo at Belleville
- Eve Jones at LCIE
- Janice Freeman, replacing Dr. Fever in Education

New hires are now being interviewed through the Divisions, the Faculty Development and Planning Committee, the Deans' Council and President Evans.

VI. Dates, Deadlines and Announcements

Dr. Dougherty, Dean of Education, announced the DESE site visit where syllabi will be reviewed for congruence.

Dr. Weitzel discussed upcoming due dates—writing proficiency exams on 4/12 and 4/17/07.

Marsha Parker announced the production of “Company”, art shows and band performances—all listed on schedule cards. Faculty are encouraged to attend.

Darren Marhanka encouraged faculty to participate in the Faculty/Staff Softball Game on 4/25/07.

Dr. Boyle adjourned the meeting at 4:25 p.m.

Special Faculty Meeting
Wednesday, March 9
3:00
Spellmann Center

The members of the Lindenwood administration, faculty, and staff were invited to a special briefing conducted by President Dennis Spellmann entitled *Bricks, Concepts, and Mission*. The presentation concerned the President's overview of the physical plant enhancements beginning this spring, 2005.

President Spellmann noted that the Strategic Plan is mission-generated and student-oriented and involved the entire university community and aligns all levels and sectors of the plan:

- 1) Individual IDP's
- 2) Program Level Plans
- 3) Division Plans
- 4) University Plans

President Spellmann then discussed in detail the changes that are planned for the LU physical plant through use of campus inventories and maps that indicate projected growth to both the main campus and extended sites.

The President responded to questions.

The meeting was adjourned.

Lindenwood University
Faculty Meeting
May 2, 2007
3:00 PM
Leadership Center- Spellmann Campus Center

- President's Report
- Updates and Reminders
 - Baccalaureate and Commencement-K. Gordon
 - Course evaluations-K. Gordon
 - Approval of Graduates- J. Weitzel
 - Use of "incomplete" and "grade change" forms- J. Weitzel
- Looking ahead to the fall- R. Boyle
- Faculty Mentoring Program- C. Mueller
- Emergency Procedure Handbook- T. Russell and W. Hampton
- Accreditation- R. Boyle
- Assessment time line for spring- D. Heidenreich
- Due Dates- J. Weitzel
- Upcoming events and Announcements