

Academic Leadership Council

Minutes

May 8, 2018

I. Meeting opened by Trinidad Williams, ALC Chair

- A. March 13, 2018 minutes were reviewed and accepted with minor correction.

II. Roberta Teahen, Associate Provost, Academic Affairs

Jennifer Hegenauer, Executive Director of Research, Planning and Assessment, EIO

- A. Digital Measures - Robbie Teahen
 1. Robbie gave demo of locating Digital Measures under MyFSU, Faculty & Advisors tab, Quick Links, but the Digital Measures resource page is located under Academic Affairs, Initiatives, Digital Measures where the left side bar gives contact lists, FAQ's, Guidelines, etc. Assistance is provided in a prompt basis, usually the same day.
 2. Background of Ferris' plan to utilize Digital Measures then given:
 - a. It was originally not our plan to house faculty qualifications, but rather a repository for HLC data. When informed other universities used it successfully to hold faculty qualifications, Ferris embraced the concept and worked to get basic faculty data loaded from Banner.
 - b. Individual colleges were buying their own software initially but once Ferris came fully onboard is became centrally housed and the cost shared by all.
 3. FAQ section addresses the most frequently asked question by faculty, "who can see my data". Faculty add their own data and basically only they can see it, not colleagues. However, those with supervisory status can see more, and on up the chain of authority. Some colleges use the data for promotion, merit and tenure and committee members can be given temporary access, which is then revoked once committee duties conclude.
 4. It was learned at recent conference that faculty web pages can be linked to Digital Measures. While complicated Ferris is hoping to work on a soft roll out this summer. At that time publications, presentations, bios, etc. can be added with a nightly upload. Information on this will be added to the website.
- B. Jennifer then gave demo on how to use Digital Measures for loading faculty qualifications.
 1. Required data – highest degree; qualifications by course – faculty load screen themselves and administrator will verify teaching data is uploaded into the DM screen.
 2. Expectations are that we are fully compliant as of 2017, with every course taught by a qualified faculty. Each college administrator determines what "qualified" is. Only exception is dual enrolled instructors which should be fully compliant by 2020. HLC will do only spot checks.
 3. About 90% of faculty have some sort of credentials loaded. Handout was given which goes through this step by step. A shell is created for each course taught. If a faculty member always teaches a particular course only that course gets loaded year one and will never have to be loaded again.
 4. Jen will have fall and spring courses loaded by Friday, and Dept. Heads/Dept. Chairs/Directors can sign and date and then save to verify information. Every form of qualification is not needed, only minimum qualifications for HLC purposes.
 5. Handout was provided on course credentialing. This can be run at the department level and will identify missing items which can be fixed. Then submitted to Dean for approval. Once all is uploaded it is moved on to Provost for approval. There is a course credentials/audit report in the list on the left. Will identify faculty who taught fall but not spring. Can set up staff for entry level but it is DH/DC name that appears. Expectation is that data will be run

in June, Dean will approve in July and Provost in September. September will be the audit review.

6. Please note last page of handout, which shows where data is pulling from. There is space for faculty not linked to an academic college. Schedules are loaded the 8th week of classes.
7. Reminder to use Jen and Robbie as resources. They are more than willing to help.

III. Academic Leadership Council Structure Discussion

- A. Discussion continued from previous meeting. Trinity gave brief history of how the Council has grown from Associate Provosts, Deans and Administrative Department Heads to the Council of today with 57 members and a very broad, inclusive base.
- B. Trinity met with the Deans Council and they are supportive of the ALC but feel a formal charter is in order. As this is under development the Statement of Purpose can also be reviewed to consider whether change is needed to better define purpose or reframe the language to define our purpose.
ACTION ITEM: Members are asked to review and come to next meeting with suggestions.
- C. Most members agreed the diverse membership gives those across campus and satellite campuses a chance to “get out of silos” and share concerns/efforts. Concerns that not all members are being served and valuable time taken up was discounted as all felt something helpful is taken away from meetings.
- D. Suggestions for possible quarterly meetings with subgroups meeting in between did not gain favor unless there is a clear charge for the subgroups. It could possible erode the purpose.
- E. Discussion will continue at next meeting with goal still to elect new chair by August.

VI. Announcements/Open Forum

- A. Discussion on internships was raised as a topic for future meetings. In particular, how they are handled in various colleges, whether there are inconsistencies, equity, workload considerations, expectations. Also, what is considered appropriate oversight.
- B. Suggestion to allow more time for the Open Forum (15-20 minutes). Discussion may lead to future agenda items.

VII. Adjourn

Next Academic Leadership Council meeting is June 15, 2018, 8:30 – 10:00 in WCCC

Minutes submitted by
Gayle Driggers
CAS Secretary III

Statement of Purpose: The Academic Leadership Council will promote collaboration in the Division of Academic Affairs; provide a forum for the development, exchange, and promotion of ideas and best practices; and discuss the implementation of policies presented by the Deans' Council and Division of Academic Affairs that impact processes and procedures.

Digital measures: what to put in and what not to put in. located on acad aff website – far right – initiatives – dig measures. On that screen many side navigation items. Includes list of contacts for each college. Kendall just coming on. Implementation team members from each college are listed. Have been active this year. FAQs page – Robbie just updated and will continue to monitor.

Background: initially not planned to college qualifications info. Mainly a repository for HLC data. Reasons: identify service activities, scholarship activity documentation. Kristi informed us she had used it for faculty qualifications. We then embraced. Tom Dowling/Jen Hegenauer have worked on this greatly to import Banner data. Dig meas rep is very accessible – usually same day response. COB has been using it for about 6 years. Then HP came on board. Then Pharmacy on board. But each was buying their own software packages differently. Finally FSU came on board centrally and we share cost. See FAQs. Biggie is “who will see my data”. Determined by permissions given. Basic faculty puts in data and only they can see it – not colleagues. Those with supervisory status can see more. What you put in is under the control of YOU. Supervisors can generate reports of their faculty on their qualifications. Remain current in their discipline – to prove you must enter prof dev activities, etc. Some colleges using data for promo, merit, tenure. Can give temp access to committee for this purpose only, and then revoke once process is complete.

Dig measures conf – found out you can link faculty web page into digital measures. But it is a complicated loading system, but we are hoping for soft roll out this summer. Then you can add publications, presentation, newbio, newtitle will be updated each night YOU choose what goes on your profile. Now includes adding name, title, most recent 10 presentations or whichever activities you want. Check box system. If you don't have lots of those expand on your bio, teaching xx or other things that show who you are.

Handouts for all these recording efforts will be added to the website. “Why Create a Faculty Web Profile using Dig Measures” You will be able to hit a button and your resume is updated.

Resources – lots more to be added. Please direct others to it.

Jen – how to use for faculty qualifications.

There is some data that is required: highest degree. Qualifications by course screen that faculty can update themselves.

Administrator will document banner teaching data uploaded into the DM screen

Expectation is that we are fully compliant as of 2017. Every course taught is by qualified faculty. College administration determines what “qualified”

To enter data go to Manage Data, find fac name from list, continue, then edit data. In teaching and advising area – most of the data comes in automatically. Then later they can add addition.

About 90% of faculty have some sort of credentials loaded. Do this by qualifications by course screen. Handout given today goes through this, a shell will be created for each course taught. If you always teach engl 150 this will load year one and you then don't have to add again ever. Detailed instructions given. In some examples there could be different programs. Also tested experience. DH/DC's can start doing as soon as Jen loads on Friday. HLC guidelines document what is expected as qualifications for each course. Once all loaded you are done. As DH/DC you sign at bottom & date. Click save. This is first level of approval. Some crses may require licensure like nursing those you map from dropdown. Testing experience: positions held elsewhere room for narrative. Could add document showing your determined documentation.

Jody: fall and spring courses only will be added on Friday.

Don't need every form of qualifications, only minimum qualifications. For HLC purposes.

Handout – report – course credentialing report. Can run at dept level. Will identify missing items. You go into fac members profile and fix. This report is great for seeing what is missing and what work needs to be done once work at dept. level is done, Jen will present to Dean for approval. Then all is uploaded. Same will happen at Provost, which will be the case here.

See credentials/audit report – go to list on left click on. Default date is fall 2017. Second date is end of summer. Run for both enabled and disabled so you pick up those fac who may have taught fall but not spring. Then it generates word document in just moments. Can set up staff as entry level person, but it is DH name.

Expect: June have data run. In July Dean will approve. August provost Sept will do audit review.

Note last page. Shows where data is pulling from. Yearly Data, Scheduled Teaching, Qualifications by Course. There is space for those who do not belong to an academic college ie: EIO, Dev. Curriculum. Updated every year.

Dave Frank: Can preload upcoming load. To go sched teaching screen, add new item. Term/year/course title/number/section is known. Fill in top bit to create shell.

Schedules loaded in 8th week of classes.

If we have fac not credentialed to teach. Effective fall 2017 they should be qualified. Only exception is dual enrolled instructors. As far as Robbie knows every fac should be qualified. Be qualified or put together plan to be fully compliant by 2020. But we have verified to HLC that we are fully in compliance. HLC will only spot check. We have uncovered instance of fac names shown are not teaching the course – 97s. Use jen/Robbie as resource as needed. Faculty Qualifications by Course Documentation was sent to Deans – will be uploaded shortly. Internal request on dual enroll – everyone fully qualified by 2020. Not 2025.

9:24 ALC leadership

Trinidad gave history: orig assoc provosts, DH/DCs. Now we've added and grown to 57 members. What is our charge, our statement of purpose on every agenda. 'quote'. Share items of interest. What this does is turn us into information group. Which is fine and gives us opportunities to discuss and provide access to all. But difficult to create agendas that are pertinent to all. What to be sure this group is respectful of your time. With keeping it the same we can move forward with picking a new chair. Could breakup into subgroups, create splinter groups and only meet collectively once a semester. Trinity met with DC to discuss. They support our group. But we need written charter. To create charter we need to decide our

Who: Orig one assoc dean from college – surprised to see how big it's grown. Determine goals of each and possibly divide.

Amy green – strategize plan members. Get out of silo – and share what is happening, determine commonality and meet accordingly. Method for sharing information.

Will spend summer working on this.

Who: Purpose: role this group might have in continuous improvement. Bring items for collaboration on cont. improve. Where appropriate. How do we fit in with DC? There is not a connection between the two groups. dDC is broader base. ALC deals with hands on the ground. Debbie Curtiss. Has found 8 yrs of attendance been a very supportive, valuable opportunity.

WTW – concerned that not all participants are being served. Helping all to understand challenges we all face.

Library – leans from all discussions.

Wendy: maybe quarterly for all, but more often for subgroups. Space then larger get together for Robbie type presentation.

DC gave us no sense of direction, other than create a charter.

We are hearing: subgroups that then gather for larger groups.

Who: dividing into subgroups may just be the end of the group. Everyone will decide on

Who: maybe subgroups could be created as needed.

Beth: what would small groups do that large groups do not.

Jeff Ek – sometimes just the main players can drill down into specifics to present to group.

Who: We no longer have been asked to give input and vote on proposals. Not it seems requests for info go out via email and data is collected.

Beth: LUNCH GROUPS

With HLC looming this is a good group to keep intact.

Not much I brought to YTrinity's attention to bring to the agenda.

Sharing info: recommend solutions to others – structure – hone the purpose. Then determine structure to fit purpose.

Phil Eckly: likes group. Finds value in coming together to get out of silos.

Lisa Ing: throw out request for situations to be discussed. Agenda topics.

Wendy: liked it when a couple of years ago strteen came for contract discussions.

Debbie C. – finds these very helpful

Who: use it as a forum to discuss success.

Add more time for Open Forum – 15 – 20 minutes at end – to use as sounding board.

Jeff: opportunities from open forum may lead to next agenda items.

Thanks for sharing. Mandy

Statement of Purpose: do we need to review / change? Can we better reframe the language to better define our purpose.

Action: members review and come

Topic: how to handle internships. Inconsistencies, equity, in particular: workload? Expectations? What is appropriate oversight? What are others doing? Get better snapshot of how others handle? Start as open floor discussion. Jeff