



**Academic Council Executive Committee**

**Date:** 8/9/07

**Members Present:** Mr. Bill Andrews (Vice Chair Elect), Ms. Darra Ballance (Library Representative), Dr. John Blalock (Parliamentarian), Dr. Richard Callan (Past Vice Chair), Dr. Pam Cook (Secretary-Treasurer), Dr. Barry Goldstein (Ex-Officio, Provost), Dr. Dave Hill (Chair, Scholarship & Standards), Dr. Lynn Jaffe (Chair, Strategies & Responsibilities), Dr. Ricky Joseph (SAHS Representative), Dr. Daniel Rahn (Ex-Officio Chair, President), Dr. Vincent Robinson (SOM Representative), Dr. Martha Tingen (Vice Chair), Dr. Jack Yu (Chair, Faculty Governance)

**Members Not Present:** Dr. Jeannette Andrews (Nursing Representative), Dr. Philip Baker (Dentistry Representative), Dr. Wendy Bollag (SGS Representative), Mr. John Hansford (SGA President)

Topic	Discussion	Action Needed	Person Responsible/ Timeline
Call to Order	~ Dr. Tingen called the meeting to order at 9:00 a.m. and welcomed everyone to the Executive Council and thanked the members for their service. Each member received an MCG portfolio from the Provost as a gift for service on the Council. Dr. Tingen asked that the members please use for our meetings as a marketing tool for Academic Council. ~ Dr. Tingen welcomed Ms. Nancy Waks, our new Academic Council Staff Support. Ms.Waks assisted Dr. Tingen in organizing the retreat and preparing our folders.	None	N/A
Approval of Minutes	~ No minutes submitted for approval.	None	N/A

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<p>President Welcome</p>	<p>Dr. Rahn welcomed the Executive Committee members and noted great synergy among the team. Academic Council has had a great beginning under the leadership of Dr. Hill, Dr. Robinson, Dr. Callan, and now with Dr. Tingen. An overview of some of the issues facing Academic Council this upcoming year was provided.</p> <ul style="list-style-type: none"> <li>• Recruitment and Retention of Faculty -- need to increase programs, student enrollments, quality of life for faculty.</li> <li>• Budget – clinical / research environment will be more challenging over the next 5 years as we increase grants, contracts and clinical services to support the core endeavors.</li> <li>• Academic Programs – focus on expanding key programs to meet the state and regional needs, securing funding for expansion.</li> <li>• Master Facilities Plan – major issues include rolling out new student housing, public/private partnership for funding development of Gilbert Manor, adding additional parking, expanding / renovating various buildings on campus.</li> </ul>	<p>EC &amp; AC members to build a sense of purpose among faculty and students, increase understanding of issues, buy in and optimism during our growth trend and challenges ahead, foster team spirit.</p>	<p>EC &amp; AC members Ongoing</p>
<p>Provost Welcome</p>	<p>Dr. Goldstein welcomed the members and thanked everyone for their commitment to Academic Council. He provided an update on upcoming issues that will impact the members.</p> <ul style="list-style-type: none"> <li>• MCG will undergo an accreditation visit in 2011. Dr. Cibirka will lead a task force to oversee this process. Academic Council will be actively involved. A key component of the process will be assessment. We have lots of information – but the key is how we are using the information.</li> <li>• FADPT &amp; Dr. Cibirka’s office must develop a policy on the 3<sup>rd</sup> year tenure track review. Goal is to define the process -- should it be like the post tenure review? should it be only at the school level? how do we recognize faculty involved in team clinical research?</li> <li>• Senior administration will have a retreat the end of August. Focus will be on how do we improve health – what will we do in terms of teaching, scholarship, and service to build our mission.</li> <li>• A customer service initiative is occurring throughout MCG right now. Consultants interviewing various people across campus to evaluate the services provide by the Office of Enrollment and Student Services. Thank you to those of you who have participated.</li> </ul>	<p>Dr. Tingen to participate in Senior Team retreat on 8/29/07 and 8/30/07.</p> <p>FADPT to work with Dr. Cibirka in development of a 3<sup>rd</sup> yr tenure track review policy.</p>	<p>Dr. Tingen and Dr. Yu to facilitate FADPT involvement.</p> <p>11/1/07</p>
<p>Academic Council Subcommittees Overview</p>	<p>There are current vacancies in appointed committees. Need to fill within two weeks. Dr. Tingen sent letters to all the candidates on the ballot who were not elected asking them to consider serving in another capacity.</p>	<p>Members to submit nominations to Dr. Tingen.</p>	<p>EC members 8/21/07</p>

Academic Council Budget	The 2007-2008 and 2008-2009 budget reviewed. Need to plan now for 2009 to 2011 budget needs.	Ms. Waks and Dr. Cook to keep ongoing report of AC expenditures & report monthly.  EC members to review current budget & make recommendations for additions or deletions for 2009 budget.	Ms. Waks & Dr. Cook – monthly  EC members, 9/13/07
Priority Initiatives for 2007-2008	Dr. Tingen asked the members to develop the priority initiatives and metrics for the upcoming academic year. Ideas generated: 1) one hour welcome lunch for new faculty to orient them to AC and network; 2) EC members would mentor 3 to 5 new faculty for one year, to facilitate faculty connection with MCG and campus wide.	EC members to provide ideas to Dr. Tingen.  Dr. Hill to work with Dr. Tingen and the faculty orientation task force to review & possibly implement additional new faculty orientation	EC members 9/13/07  Dr. Hill & Dr. Tingen, 3/08
Format of Academic Council Meetings	Ideas were generated on how to increase attendance and engage faculty at the AC meetings. Suggestions: continue monthly; increase interaction by changing reporting process; possible written reports in advance with topic / issue discussion; change reports to quarterly versus every other month; increase advertisement; encourage other faculty to attend.	Dr. Tingen to discuss recommendations on change in reports at the next Deans Cabinet meeting.	Dr. Tingen 9/11/07
Optional Retirement Plan (ORP)	Dr. Callan noted there are three bills currently in legislation secondary to the action taken last year by Academic Council. Process for review and action could be lengthy.	Information	None
Faculty Evaluation of Administrators	The Board of Regents policy notes that Administration should be evaluated every 5 years. MCG has historically reviewed administrators annually. The Academic Council has managed this process via the Faculty Evaluation Subcommittee under the Faculty Governance Committee. Dr. Jack Yu, Chair of Faculty Governance, asked the members if this evaluation should be housed with Academic Council or with another Office such as Decision Support, the Office of the Provost, University Advancement.	The Office of the Provost will work with Dr. Cibirka to write a policy on faculty evaluation of administrators – to include the mission and how the process will be operationalized to include who will assist with the process (i.e. One 45. staff).  Annual report to be provided to Academic	Dr. Goldstein  10/4/07 & 3/08

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		Council March 2008 on outcome of evaluation.	
Faculty Development	A handout on faculty development was distributed. A proposal was sent to the Office of Decision Support.	EC members to review & provide feedback at first EC meeting.	EC members 9/13/07
Faculty Reception	Flyers on the new faculty reception have been posted across campus. Every faculty received a personal invitation and a reminder card. Ms. Waks is obtaining a list weekly of any new faculty hired since distribution to ensure invitations are sent.	EC members to attend and encourage participation among faculty.	9/4/07
Forum for the Future	Discussion occurred as to who should assume oversight and leadership for the Forum for the Future. The first forum will be held on Thursday, October 4, 2007, and will be on patient / family centered care.	Vice Chair Elect to assume leadership for the Forums. Mr. Andrews to plan and implement the forum 10/4/07. EC members to provide ideas to Mr. Andrews for future forums.	Mr. Bill Andrews & EC members 10/4/07
Adjourn	The meeting was adjourned 11:00 a.m.	.	

Submitted by Pam Cook, DNP, RN  
Academic Council, Secretary-Treasurer