

Minutes **TO POST**

DEANS COUNCIL

Wednesday, August 8th - 3:00 p.m.

President's Conference Room - Blackwell

PRESENT: John Omachonu (Chair), Marie Nicholson, Donna Parsons, Scott Pearson, Cathy Adkins, Bev Robertson, Marc Mullinax, Audrey Martin-McCoy, and Danielle Hagerman (recorder).

1. Approval of Minutes - *Approved*

2. Dean's Updates
 - a. Donna Parsons
 - i. Graduate Council draft (attached document)
 1. Concerns regarding who will make up council, should it be a governing body?
 2. Tabled until next meeting
 - b. Scott Pearson
 - i. Budget update? John – President will present budget to Board, shooting for mid Sept for budget to be released
 - c. Cathy Adkins
 - i. Gen Ed Assessment went much better this year.
 1. Upcoming challenges include making sure every voice was heard and need to know all types of assessment taking place
 - ii. Wednesday Aug 21st Gen Ed Assessment
 1. Would like support to offer small workshop regarding Gen Ed Assessment
 - a. For most faculty this wouldn't take more than an hour of time
 - b. See attached worksheet

3. Faculty Chair Update- Marc Mullinax
 - a. New Faculty orientation – taking place next week Thursday
 - b. Faculty workshop - including but not limited to focusing on liberal arts employers (to hopefully include the ex-mayor of Asheville), the history/philosophy behind Gen Ed, DCLA presentation, Joanna Pierce and ENG112 across the curriculum, and a panel on Assessment

4. Assessment Update – Audrey Martin-McCoy
 - a. Officially MHU's SACS liaison
 - b. Kim Reigle is the new Interim Director of IR
 - c. Response from SACS – going into 2nd year of monitoring (progress made, need more time to demonstrate progress implemented)
 - d. Assessment week went well, helpful updates to templates and documents
 - e. Approved for fully online programming
 - i. Donna working on SERA approval to offer classes across state lines
 - f. Assessment panel during faculty workshop – help understand findings and moving forward

5. Provost Office Updates – John Omachonu
 - a. QEP – just laid groundwork, President will set up steering committee moving forward
 - b. John has been certified as a peer reviewer for SACS
 - c. Scott Pearson – Started serving as the Interim Dean of Nursing
 - d. AGS – decentralized, ownership will be under Donna, Grainger, and John

- e. Will be working on Faculty Handbook this semester
 - 1. Examples of areas that need work: Sabbatical clarification, compensation for Faculty who develop online courses, as well as training, certifying those to teach online courses

6. Adjourn – Next meeting is Wednesday, August 21st at 3pm in the President’s Conference Room

The Graduate Council

Mission and Purpose

The Graduate Council is the governing body over academic policies, procedures, and programs for graduate education¹ and graduate research at Mars Hill University. The Council is a forum in which issues and advocacy may be discussed and fulfilled. The Council reviews, establishes, and updates policies in a manner that best represents the interests of graduate education as a whole, beyond specific programs. The Council advises the Dean of Adult and Graduate Studies in all matters related to graduate studies and reports to the University Provost.

Responsibilities

The Graduate Council:

- Considers new graduate programs, changes to graduate programs or courses,
- Reviews graduate programs for quality and effectiveness,
- Reviews graduate distance learning for quality and effectiveness,
- Serves as the official advocate for graduate faculty and students,
- Establishes policies and procedures related to graduate admissions, financial aid, and degree completion,
- Establishes policies related to graduate program coordinator and faculty qualifications, and
- Responds to requests made by the Provost, Dean's Council, and Faculty Chair.

Membership

Members of the Graduate Council are the stewards of graduate education and graduate research at the university. The Graduate Council meets twice a semester, or as needed. Members of the Graduate Council are responsible for reviewing all materials prior to the meeting.

The membership of the Graduate Council:

- Chair – Dean of Adult and Graduate Studies (ex-officio)
- Program Coordinators of Graduate Programs (voting member)
- A representative from the University Library (ex-officio)
- A representative from the Office of the Registrar (ex-officio)
- Graduate Student Association Chair (voting?)
- Department Chairs of Graduate Programs (ex-officio)

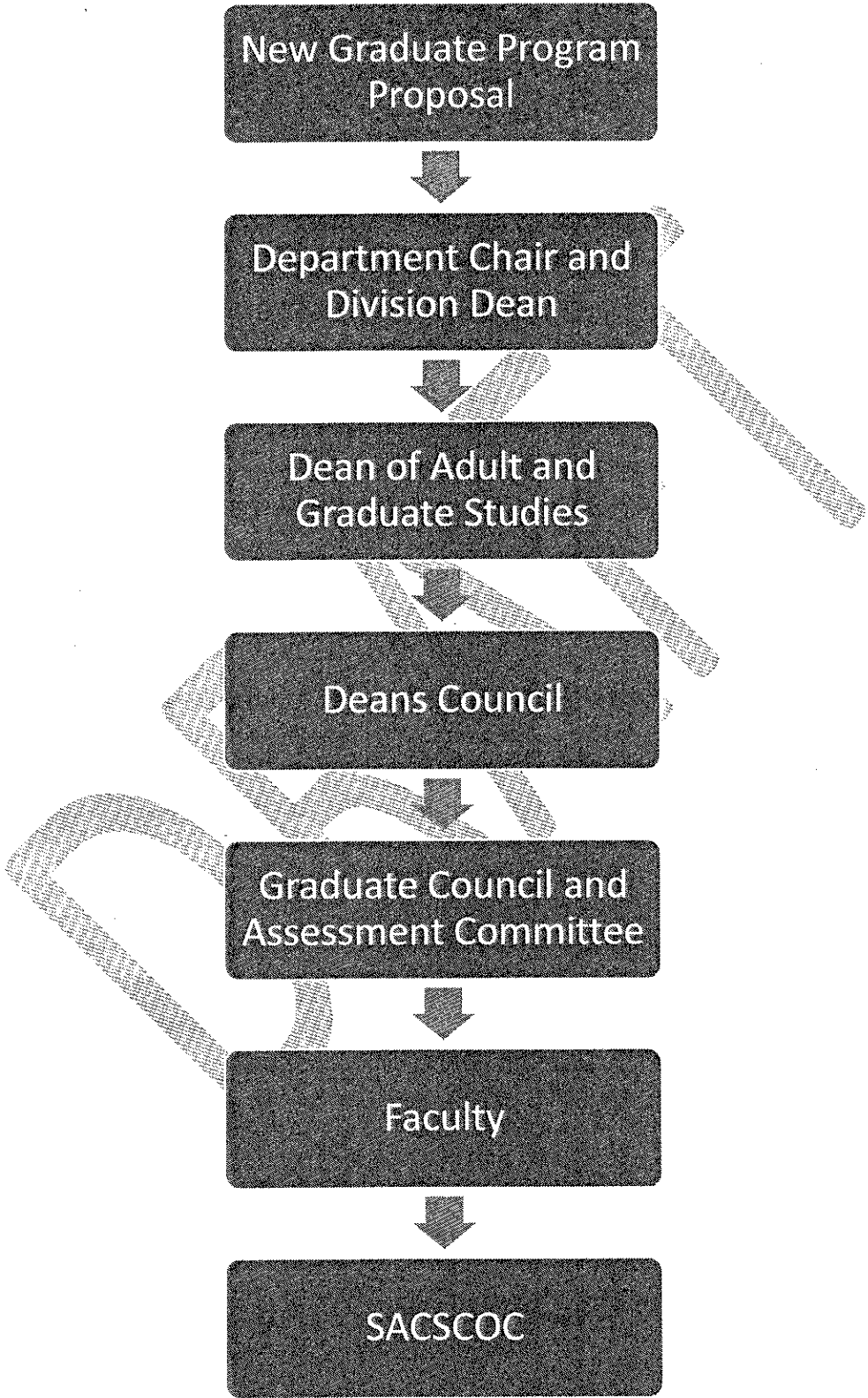
Concerns - from May discussions:

- Governance - Should this group include only those involved in graduate programs? Should the Division Deans be included (in addition to or instead of the Department Chairs)?
- Student involvement?
- Why are most members ex-officio?
- Charge of the Graduate Council? → approve curriculum
→ made up of voted faculty

¹ To include post-baccalaureate programs or certificates

* Would this be a governance committee

Graduate Program Approval Process



GENERAL EDUCATION ASSESSMENT PLANNING
Wednesday, August 21

DESIRED OUTCOMES

Faculty will:

- understand the current status of Gen Ed assessment.
- discuss results from 2018-2019 assessment efforts.
- identify assessment measures, methodologies, and targets for 2019-2020 assessment.

SCHEDULE

9:00-10:00	Humanities	Social Scientific Perspectives
10:10-11:10	Global Perspectives	Foreign Language
11:20-12:20	Ideas & Innovations	
1:00	Aesthetic Perspectives*	Math and Natural Scientific Perspectives**

* Faculty who teach Aesthetic Perspectives courses will need to revise 2018-19 assessment, in addition to planning for the upcoming academic year. Completing both tasks will likely take 2.5 hours; therefore, anticipate remaining until 3:30.

** Faculty who teach Math & Natural Scientific Perspectives will likely complete the tasks by 2:00.



General Education Assessment Facilitator

Description of Responsibilities

The General Education Assessment Facilitator is responsible for ensuring the quality and integrity of academic programs and advancing institutional assessment efforts. This is done through assisting faculty members in identifying expected student learning outcomes, selecting appropriate measures, collecting and analyzing evidence of student learning, and seeking improvement based on these findings.

This individual will be assigned to a specific Foundations or Perspectives area to carry out the tasks below. The General Education Assessment Facilitator will work cooperatively with the Dean of General Studies and the Dean of Adult and Graduate Studies in the coordination and communication of assessment activities.

- ❖ Coordinate, lead, and document meetings with faculty across the assigned Foundations or Perspectives area regarding all assessment activities. Develop a process for sharing updates and/or documentation of meetings with the Dean of General Education and the Dean of Adult and Graduate Studies.
- ❖ Ensure the completion, collection, and delivery of the *General Education Student Learning Assessment Plan: Part A* for the assigned Foundations or Perspectives area.
 - Lead faculty in the identification of a signature assignment/capstone activity
 - Lead faculty in the identification of an appropriate performance standard and effective methods of assessment
 - Identify and collect student work products/artifacts as evidence of student learning outcomes in conjunction with faculty
- ❖ Ensure the completion, collection, and delivery of the *General Education Student Learning Assessment Plan: Part B* for the assigned Foundations or Perspectives area.
 - Lead faculty in the analysis of evidence of student learning outcomes
 - Lead faculty in a discussion of the results and the use of this information as the basis for adjusting instruction and increasing rigor
- ❖ Deliver the *General Education Student Learning Assessment Plan: Part A and Part B* to the Dean of General Education Studies based on the established timeline.
- ❖ Meet periodically as a committee of General Education Assessment Coordinators to discuss and refine processes.

General Education Assessment Facilitators
2019-2020

Note: Every effort has been made to identify facilitators who (a) are not responsible for other major/program assessment processes and reports, and (b) understand and support the assessment process.

Foundations Area:	Assessment Facilitator	Status as of August 7, 2019
ENG 111 & 112	Felice Lopez Bell	Assume will continue; confirmation in August
FYS 111	Ryan Bell	Confirmed
GE 112	Liz Pierce	Confirmed
HHP 111	Kari Hunt	Assume will continue; confirmation in August
Perspectives Area:		
Humanities		Adkins & Pierce currently discussing options
Aesthetic	Cathy Adkins	Confirmed
Social Scientific	Jonathan Rose	Confirmed
Natural Scientific	Ryan Hefti	Assume will continue; confirmation in August
Quantitative Reasoning	Laura Steil/Phil Carroll	Assume will continue; confirmation in August
Foreign Language &	Cynthia Nicholson	Suggestion from Maria Moreno; support from Joanna Pierce; request made in August
Global Perspective		<i>If possible, identify single facilitator for both Foreign Language & Global</i>
Ideas & Innovations: U.S. and World	Lucia Carter	Confirmed