I. WORKLOAD REPORT NEXT STEPS

McDaniel called the meeting to order, welcomed everyone and reviewed the purpose of today’s meeting: to develop and agree upon next steps relative to the recommendations proposed in the “Report from the Academic Affairs Ad-Hoc Faculty-Administration Workload Committee” submitted jointly to the Academic Senate Executive Committee and the Academic Affairs Leadership Council on February 16, 2010. Discussions about the report have been held as follows:

- February 16th – Joint Meeting of the Academic Senate and Academic Affairs Leadership Council
- March 17th – Faculty Town Hall Meeting
- Today’s Joint Meeting of the Academic Senate and Academic Affairs Leadership Council

McDaniel invited members to reflect upon the earlier discussions and facilitated a discussion about next steps. Members were reminded that the report is about reporting workload, not the assignment of work. A formatting error was noted on Rows C3 and C4 in Table 1 on page 9 of the report. It was agreed that the following topics may not have been fully addressed in the report and that the “Next Steps” Work Group should be asked to consider and present recommendations on these topics:

1. “Z” factor and effects on the student-to-faculty ratio (SFR) and budget
2. Service documentation tool
   a. Research and consider the form used by the College of Arts and Sciences a few years ago
3. “Mission Action Plans (MAPs)” annual report required of faculty in the College of Education, which accounts for 3 WTUs. How should this work be reported? As research?
4. Graduate Program Coordinators ~ need to account and report associated workload
5. Implications of converting courses to C-1
6. Implications of proposal for the writing requirement
7. How will faculty in the School of Nursing report clinical supervision?
8. Method for changing “C” code and applying “Z” factor if proposed by academic department; consider workload implications for the University Curriculum Committee

It was agreed that the SFR reporting issues and discrepancies need to be resolved as soon as possible, with acknowledgment of the complexity and time requirement of the project. An electronic form to streamline data reporting is planned by IITS and will be developed in consultation with college deans and school director or their designees, representatives from the offices of Academic Resources and Academic Programs, and others, as appropriate. The goal is to implement the online tool for the fall 2011 term.
Members agreed to form a Workload Report Next Steps Task Force as follows:

1. The Academic Senate Chair and the Provost will consult with the appropriate dean/director to make the following appointments to the Task Force:
   a) 1 administrator from each college, school and the library (a total of 5)
   b) Faculty members who are knowledgeable about workload reporting as follows (a total of 7)
      i. 1 each from the College of Business Administration, College of Education, School of Nursing, and Library
      ii. 3 from the College of Arts and Sciences (1 from each division)
2. The Provost will appoint an associate vice president to serve as an ex officio member to convene the group and coordinate meetings.
3. Charge to Task Force:
   a) Examine all feedback received to date.
   b) Expand the report to address the items enumerated above.
   c) Propose an implementation plan, including a timeline.
   d) Consider the FIRMS and SFR Reports of the BLP Budget Reconciliation Subcommittee.
   e) To ensure consistency, draft guidelines for academic departments to follow when courses are updated to change a “C” code or apply the “Z” factor.
   f) Task Force is urged to endorse recommendation #6 on page 13 of the workload report.
   g) Submit a report to the Academic Senate Executive Committee and the Academic Affairs Leadership Council by November 1, 2010.
   h) Goal: Implementation in AY 2011/12

Funds are not available to convene the Task Force over the summer and compensate faculty members on academic year contracts with stipends.

II. ADJOURNMENT
McDaniel thanked everyone for a meaningful conversation and adjourned the meeting at 10:09 a.m.

Submitted by
Marcy Boyle, Assistant to the Provost and Vice President for Academic Affairs
Staff to the Academic Affairs Leadership Council