ADMINISTRATIVE COUNCIL MINUTES

Date: Tuesday, January 24, 2012, 8:30 a.m.

Location: University Center, Ballroom B

Present: Dobbins (presiding), Ahmed, Ball, Barrios, Below, Bruns, Cook, Dickson, Fees, Fulton, Gannon, Gathman, Gentry, Grebing, Holland, Holt, Irby, Mangels, McGowan, Randolph, Rosati, Scott, Sides, Sprengel, Starrett, Vining, Weller-Stifson

1. President’s Items. President Dobbins provided an update on the budget. It appears that all Missouri college and universities will sustain a 12.5% budget cut for FY13 according to the Governor’s budget at this time. This would equate to a permanent $5.2 million net reduction in state appropriations for Southeast which reduces our state appropriations to the 1996 level without factoring in inflation. The President noted that Southeast is in very good fiscal condition compared to other institutions in the state. As part of the strategic planning process implemented three years ago, the University developed a plan to address the anticipated challenging budget years ahead. The plan included moving the average class size from 21 to 25, while keeping the faculty lines constant. While the University has been preparing for a shortfall, it was not anticipated that it would be of this magnitude. He stated that he had asked the Executive Staff to look at vacancies to see if there are areas that can be consolidated. He emphasize that faculty lines must be kept to handle the anticipated increased enrollment. He also noted that the University has very fair academic program review and budget review processes and a solid rainy day fund so there is no need for panic. Logical decisions will be made to address the budget. Several Budget Open Forums will be held during the semester, and he urged input and ideas from the campus. He also stated that the University community is not expected to “do more with less” -- rather, we are going to offer quality education by redirecting our resources. A FY13 Budget Considerations Work Sheet was distributed and discussed.

2. Guidelines for the Awarding of Posthumous Degrees. The guidelines were previously distributed. The final document was presented for review. There was consensus of the Council to proceed with the implementation of these guidelines.

3. Learning Management System (LMS) Timeline. The “LMS Transition: Process and Timeline” was distributed in advance of the meeting. Gathman reported that the LMS Committee began meeting in October 2011. The initial charge was to determine if we should move from OIS to another LMS, and if so, to what LMS. The committee decided that, in the absence of the original developers of OIS, it would not be practical to attempt to bring OIS up to the current industry standards. Therefore the committee began working on the selection of a new LMS. During the fall semester, the committee identified required and desirable features
for the Request for Proposals (RFP). The RFP was issued on December 14, 2011. The full RFP is available at http://www6.sem.edu/purchasing/5537.html. The timeline was reviewed. OIS will be phased out in the Spring of 2013 through Fall 2013 and courses will be converted to new LMS. OIS will shut down in the Spring 2014 semester, and the University will operate with the new LMS only. President Dobbins expressed his appreciation to Dr. Gathman and the committee for their great work.

4. **Winter Intersession.** Rosati distributed a student satisfaction survey for the Winter Intersession 2012. Students' self-evaluation indicated that 84% thought they learned about the same amount in the winter intersession as in a regular semester course. Survey data is also being collected from instructors about student learning and instructor satisfaction.

5. **Unit Items.** Unit items were presented.