

10-1-2015

## Council of Chairs Meeting October 1, 2015

Marshall University, Huntington, WV

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### Recommended Citation

Marshall University, Huntington, WV, "Council of Chairs Meeting October 1, 2015" (2015). *Council of Chairs Minutes*. Paper 34.  
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Council of Chairs Meeting  
October 1, 2015 – 3:30 pm  
Minutes

Present: Burnis Morris, Kelli Prejean, Dan Holbrook, Richard Kravchak, Marty Laubach, Alfred Akinsete, Paula Lucas, Sherri Smith, Aley El-Shazly, Asad Salem, Huong Nguyen, Kim Broedel-Zaugg, Wendell Dobbs, Faruk Khan

Guests: Dr. Gayle Ormiston, Mary Ellen Heuton, Mark Robinson

- A. Mike Castellani started the meeting by introducing Dr. Ormiston.
- B. Dr. Ormiston gave an overview of the Higher Learning Commission (HLC) Accreditation Review. The onsite visit will be Monday and Tuesday, October 12-13. The accreditation team consists of 7 members from around the country. They will arrive Sunday evening and meet with various groups on campus on Monday and Tuesday. The exit review will be on Tuesday around 12:30 pm where the team will give a brief synopsis of their findings

We viewed the website ([www.marshall.edu/hlcaccreditationreview/](http://www.marshall.edu/hlcaccreditationreview/))

The Assurance document contains the five criteria that has to be addressed for the accreditation. The five criteria are:

1. Mission
2. Integrity: Ethical and Responsible Conduct
3. Teaching and Learning: Quality, Resources, and Support
4. Teaching and Learning: Evaluation and Improvement
5. Resources, Planning, and Institutional Effectiveness

This is a continuous improvement process. The team's goal is to determine if Marshall University has the ability to meet the criteria. They are interested in how Marshall has been so successful with its programs since using the quality initiatives from Open Pathways/Lumina to improve its programs.

This webpage also includes the site team's schedule. The site team determines the schedule. They will be focusing their visit on three areas: retention, assessment, and under-represented students.

The team requested that at least one chair from each college attend the open forum for faculty on Tuesday from 9:45 – 10:45.

- C. Mary Ellen Heuton, VP - Finance, spoke about the budget.

Freshman enrollment looks good.

Fee structure changes have been mostly positive – made the process a lot simpler.

Past spending has been looked at very closely.

All spending is closely being watched; it is being strongly suggested that all areas “tighten the spending belt” and make sure that the money is being best used.

Travel – a travel team is being set up – this will consist of experts in the field of travel who will work with all travel issues. This is still being worked on for improvements.

As soon as something is known about the change in pay schedules, it will be announced and shared as efficiently as possible.

- D. After some discussion of the chairs attending the open faculty forum, Mike announced that he would contact the Deans of the seven colleges to have them select at least one college chair to attend this meeting, but encourage ALL faculty to attend.

Meeting was adjourned at 5:00 pm.