

Participants

Elected members

- Carol Carnett
- Angie Bukley
- Eric Dahlstrom
- Volker Damann
- Gary Martin
- Maria Perino
- Lucy Stojak
- Su-Yin Tan
- Olga Zhdanovich

Permanent Invitees

- Christian Sallaberger, Chair, Board of Trustees
- Juan DeDalmau, ISU President
- Omar Hatamleh, Director, SSP & SHSSP Programs
- Chris Welch, Director, MSS Program
- Johannes Ortner, Chair, Acad. Advisory Cttee. of the Board of Trustees (AAC)
- Giovanni Fazio, Chair, Cttee. on Academic Appointment, Review and Evaluation (CARE)

Other participants

- As per the Academic Handbook, the meeting is open to all members of the ISU Faculty as non-voting observers.
- Staff members and MSS student representatives are invited to the agenda items relevant to them.

AGENDA

Day 1 – Monday 25 February

09:00 General Matters:

- Adoption of the Agenda; Approval of minutes (**RA#1**); AC agenda items for AAC 58 (**RA#2**); AAC report to BOT (**RA#3**); Review of AC membership (**RA#4**); Action items status (see list below); Minutes writing (TBD)
- Action Item Status:
 - o Solicit the SSP host proposals – using the proper channels. [**completed** by Angie Bukley]
 - o Gary Martin/Lucy Stojak: Draft a document clarifying the long-term role of the AC to the SSP, SHSSP, and MSS. [**open** - discussion scheduled for Day 2]
 - o Obtain a definite answer about the use of credits – Motion made and seconded that the AC is to make a formal statement on the issue of 15 credits as a maximum, regardless of time spent. [**open** - discussion scheduled for Day 3]
 - o AC to approve the Academic Program Guidelines and endorse the Self-Study Reports for all three ISU Programs. [**completed** by Su-Yin Tan with AC making Recommendation #9 to the Executive. Update from the Executive requested by C. Carnett]
 - o AC member(s) should monitor/evaluate new lecturers. [**open** - formal recommendation needed from the AC – discussion scheduled for Day 2]
 - o Lucy Stojak/Carol Carnett: Draft language about the TP proposal process to be included in the Academic Handbook. [**open** - discussion scheduled for Day 2]

09:45 Update from the MSS Director – including feedback from participant surveys – and Research Activity Update (Chris Welch)

11:00 Update from the President (Juan DeDalmau)

- o Staffing, including Faculty vacancies and Dean / Research positions.
- o Anti-harassment policy and procedures.
- o Collaborations with other universities - UniSA, FIT, Singularity, Luxembourg.
- o Update on AC 43 Recommendation # 9: *to remove all academic equivalence linkages between SSP, SHSSP and MSS* (full text in AC 43 Minutes – RA#1).

12:30 Lunch Break

13:30 Admissions and Alumni Affairs (Nassim Bouvet)

- 14:00 Library Affairs (Muriel Reister)
14:30 IT Affairs (Joel Hermann)
15:00 Team Project proposals. Recommendations for SHSSP20, SSP20 and MSS21 (A. Bukley)
(Proposals and evaluation sheet distributed 27 Jan 2019)
16:30 Status of rewrite for the Academic Handbook update regarding terms of service for AC Members
(A. Bukley) **(RA#5)**
17:00 Faculty Eligibility and Appointment procedure: formal updates to the Academic Handbook using
the configuration control form to follow (A. Bukley) **(RA#6)**
17:30 Faculty Nominations
18:00 End of Day 1 meetings
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19:30 AC Dinner at La Croix de Savoie, Illkirch – Details provided at meeting

Day 2 – Tuesday 26 February

- 09:00 SSP & SHSSP status and plans – including feedback from participant surveys (O. Hatamleh)
10:00 SSP19 Core Lecture planning and status (Su-Yin Tan)
10:15 Discussion on SSP/SHSSP Director's request for AC input:
 - Whether a participation grade (e.g., 5%) should be issued for attendance at mandatory evening events (e.g., one event per week)
 - Development of a core exam question repository and an exam bank from prior years
 - Recommendation on SSP Core exam format and best practices
- 11:00 Collect initial feedback on "Rethinking SSP" by Goktug Karacalioglu (All) **(RA#7)**
11:45 Agreement on an online AC document repository: implementation by IT, transfer of old and existing content, and access to the files for all AC members. (All)
12:00 Lunch break
- 13:00 Discussion on draft of the long-term role of the AC (L. Stojak/G. Martin) **(RA#8)**
13:30 Selection process for SSP/SHSSP Chairs – modification of process to include statement for special circumstances (C. Carnett) **(RA#9)**
14:00 Meeting with MSS student representatives [AC Elected members *only*]
15:00 AC preparation of feedback to MSS Director
15:15 AC discussion of MSS student feedback with Chris Welch
15:45 Discussion and draft of formal statement on use of credits (C. Carnett) **(RA#10)**
16:00 Formal recommendation on AC members to monitor/provide feedback to new SSP/SHSSP lecturers
16:30 Discussion of TP proposal process – modifications to the Academic Handbook (L. Stojak/C. Carnett/A. Bukley) **(RA#11)**
17:00 Discussion of AC committees for follow-up on Self-Study Reports/Academic Programs Review (All)
17:30 Draft formal AC statement on 15-credit maximum
18:00 End of Day 2 meetings
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Dinner on your own

Day 3 – Wednesday 27 February

- 09:00 SSP 2020 planning status (Juan DeDalmau on behalf of Goktug)
09:30 New SSP/SHSSP procedures: Literature Review/TP Plan/Appropriate graders for TP documents/reports (C. Carnett)
10:00 Requirements for graders of all ISU TP documents and reports (C. Carnett)
10:30 Web-Ex with Ed Chester for update on accreditation/certification process (E. Chester) (**RA#12 & RA#13**)
11:30 Lunch Break
12:30 Discussion on Ed's report and follow-up issues (All/with Juan DeDalmau and Hugh Hill present)
13:00 Finalization of conclusions and recommendations to AAC (All)
14:00 Combined meeting of the AC with the AAC
16:00 End of Academic Council meeting #44
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18:30 Reception with MSS Students and BoT Members then dinner on your own

Read-ahead material (provided to AC Members and Permanent Invitees only):

- RA#1: Minutes from AC 43
RA#2: AC agenda items for AAC 58
RA#3: AAC report to BOT 58
RA#4: Current AC Membership Roster
RA#5: Suggested edits to Appendix A
RA#6: Draft Faculty Eligibility and Appointment Process
RA#7: Rethinking SSP
RA#8: Long-term Role of the AC
RA#9: Selection process for SSP/SHSSP Chairs
RA#10: Draft statement on use of credits
RA#11: Draft Process for Submission of Team Project Topics
RA#12: Accreditation Update (E. Chester)
RA#13: Final Minutes of ISU Accreditation Working Group First Meeting

Team project proposals and review grid provided on 27 January 2019
