

**MINUTES OF ACADEMIC BOARD MEETING  
18 August 2008**

In Attendance	
YES	BG Sam Hines
YES	COL Spike Metts
YES	LTC Tara McNealy
YES	Dr. Ray Jones
YES	COL Angie LeClercq
YES	LTC Bill Woolsey
YES	MAJ Sylvia Nesmith
	<b>School of Business Administration</b>
YES	COL Ron Green
YES	COL Mark Bebensee
	MAJ Wes Jones
	<b>School of Education</b>
YES	COL Tony Johnson
YES	MAJ Jennifer Altieri
YES	COL George Williams
	<b>School of Engineering</b>
YES	COL Dennis Fallon
YES	COL Ken Brannan
	COL John Peeples
	<b>School of Humanities and Social Sciences</b>
YES	COL Bo Moore
YES	COL Mark Del Mastro
YES	COL Gardel Feurtado
YES	COL David Allen
YES	COL Keith Knapp
YES	LTC Steve Nida
	<b>School of Science and Mathematics</b>
YES	COL Chuck Groetsch
YES	COL Joel Berlinghieri
YES	COL John Carter
YES	COL John Moore
YES	LTC Paul Rosenblum
YES	COL Randy Blanton
	<b>ROTC Departments</b>
YES	COL Richard Townes
MAJ Ray McPherson for	COL Douglas Fehrmann
YES	COL Paul Dunahoe
	<b>Guests</b>
Dr. Suzanne Bufano	
LT W. Porter, Naval Science	

BG Hines called the meeting to order at 1520.

**ITEM 1.** Welcome and Introductions.

BG Hines welcomed the members of the Board back to start a new school year and the following new members were recognized:

COL Paul Dunahoe, Head of Naval Science

LTC Tara McNealy, Associate Provost for Planning, Assessment, and Evaluation

COL Bo Moore, Dean of the School of Humanities and Social Sciences

COL David Allen, Head of the Department of English

COL Keith Knapp, Head of the Department of History

COL Randy Blanton, Acting Head of the Department of Chemistry (COL Lisa Zuraw is on leave for the 2008-09).

**ITEM 2.** Approval of the Minutes of the 29 April 2008 Meeting

The minutes of the 29 April 2008 meeting of the Academic Board were approved as submitted without opposition.

**ITEM 3.** Changes on Campuses as a Result of Virginia Tech

BG Hines indicated that he had asked Dr. Suzanne Bufano, Director of The Citadel Counseling Center (CCC), to speak to the Board about how college campuses have changed after the Virginia Tech tragedy and what steps are being taken at The Citadel to respond to these changes. Dr. Bufano presented a series of slides providing an overview of her staff and the functions of the CCC and guidance on how members of the faculty might help identify and assist students with distress, severe concerns, emergency concerns or risks to self or others. Dr. Bufano provided data on campus tragedies before and after Virginia Tech as well as data for The Citadel Counseling Center for 2007-08. Dr. Bufano explained that the faculty can serve a critical role in helping students who could be in trouble by simply taking an interest—watch for signs of trouble (missing classes is a primary indicator of problems), ask when signs appear, and make the Counseling Center aware. Dr. Bufano indicated that liaisons from the CCC are being assigned to each battalion, academic department, athletic team, student support department, and ROTC Detachment. Dr. Bufano hopes to meet with the faculty of each department/school as part of an effort to educate for prevention. Dr. Bufano indicated that academic department secretaries perform valuable service in making the CCC aware of potential problems. Dr. Bufano indicated that The Citadel has established a Behavioral Intervention Team consisting of the Provost, Commandant, Director of Public Safety, and Director of the CCC. This team adds additional members according to the nature of the issue being addressed, but has been kept small to facilitate its ability to respond quickly.

The issue of guns on campus was raised. Aside from the inoperable US Army weapons assigned to cadets, no fire arms are allowed in barrack rooms. However, for recreational purposes, cadets may store hand guns, rifles, and shotguns in The Citadel armory. While it is not permitted, cadets have also been known to have guns in their cars.

The issue of counseling for faculty was raised, and Dr. Bufano indicated that CCC professionals are only authorized to work with students.

#### **ITEM 4. Strategic Planning**

BFG Hines reported to the Board that the College is in the process of revising its strategic planning process and to support this renewed emphasis on planning and assessment has hired LTC Tara McNealy, Associate Provost for Planning, Assessment, and Evaluation. This summer, the Senior Staff held an off-site retreat on strategic planning followed by an off-site retreat with the BOV. These off-sites were then followed by a retreat with The Citadel Foundation as a step toward gearing up for the next capital campaign. LTC McNealy indicated that each department/school would be receiving in September a packet of materials that would provide more details about the revised strategic planning process, the steps involved, and the roles of faculty and staff. LTC McNealy then provided a series of slides presenting a schematic of the process that will begin in September/October with an environmental scan/SWOT campus-wide survey and culminate with a presentation of the strategic plan to the BOV in June of 2009. Strategic planning/budget forms will be due from the departments/schools in December 2008. These plans and associated budget requests will address strategic initiatives that might take one to three years to bring to fruition and will have long term positive impacts on our students and programs. While the submission of requests for resources in support of strategic initiatives parallels the submission of requests for E&G operational funds at mid-year, the nature of these requests differ dramatically. BG Hines indicated his commitment to providing and documenting by May of each year a response to each request from a department or school for resources in support of its strategic plan.

BG Hines indicated that changes in the current strategic planning process in the Faculty Manual are being prepared for presentation to the Faculty Council and the Academic Board, but to facilitate the strategic planning process, a Strategic Planning Working Group has been established.

The issue was raised that with approximately \$40 million in unfunded requirements being presented at each mid-year review, how will these new strategic plans be funded? BG Hines expressed confidence in the capacity of the Foundation to raise the funds needed to address the strategic needs of the College. Reunion classes seem to be taking fund raising very seriously. For example, the class of '59 has established \$4.5 million as its goal for its reunion gift. In addition, the BOV has taken an aggressive approach to increasing tuition and fees, and the College has been able to roll forward significant funds each year. This has put The Citadel in a position to address at least one-half of the recommendations for salary increases in the latest faculty/staff salary study. The issue was raised regarding how one-half would be defined: funding one-half of each individual

salary increase or funding one-half of the faculty and staff having the most significant salary deficiencies first. BG Hines indicates that this has not yet been decided. COL Metts explained that salary adjustments for academic promotions that were effective on 16 August will be based on the current faculty salary table.

**ITEM 6. Changes in the Class Absence System**

BG Hines announced that he and the Commandant had agreed to reduce the number of unexcused class absences that trigger a warning letter to parents from 7 to 5 and the number of unexcused class absences that result in an academic discharge for the following semester from 14 to 10. COL Metts indicated that these changes were not reflected in current documents such as the catalog and that a written statement documenting these changes would be provided to each member of the Corps of Cadets before classes start. COL Metts stressed that these changes will have no impact on the role of the faculty in the CAS. The role of the faculty is simply to report absences. From there, the review process determines whether the absence is excused or unexcused. COL Metts reminded the Board that, as with grades, class absences are changed by the faculty only if an error has been made in reporting. That is, the faculty member has entered the absence in error. Once an absence is reported, the faculty member cannot then decide to excuse the absence. The cadet has 7 days to provide documentation that would excuse an absence. After that seven-day period, absences will not be changed.

**ITEM 7. Other Matters**

COL Rich Townes reported that The Citadel has the largest Army ROTC Detachment in the country. Only West Point commissions more 2<sup>nd</sup> lieutenants. COL Townes indicated that Army ROTC is now bringing more than \$8 million in scholarships and has a goal to increase this by another \$1 million. He reported that our cadets represented The Citadel very well at camp this summer. COL Townes indicated that all ROTC professors (Army, Navy, Air Force, and Marine) want to assist the faculty regarding any issues their contract students maybe having—missing classes, sleeping in class, etc.—before they become problems.

BG Hines reminded the Board of the new faculty lunch and the meeting of the 4<sup>th</sup> class with deans and department heads on Tuesday, 19 August; the advising of the 4<sup>th</sup> class on Wednesday morning, 20 August; and the 4<sup>th</sup> Class Convocation on Tuesday, 26 August.

Dr. Ray Jones invited all to participate in the CGC Wednesday Night Welcome Back forum 5:30 to 7:30 on 27 August.

There being no further business, the meeting was adjourned.

Respectfully submitted,

COL Isaac S. Metts, Jr. Ph.D.  
Associate Provost for Academic Affairs

