

Deans' Council Meeting

Held: June 7, 2012

Attendees: B. Barnett, E. Daffron, L. Chakrin, E. Saiff, L. Siecke, H. Nejad, C. Romano.

Assessment – E. Daffron – Now at 100% compliance.

He would like to focus on enhancing the quality of the assessments. He is looking to improve the types of assessment and quality.

Next year he would like for faculty to assess free standing minors especially those with a critical mass of students.

Plans are to move the CEC to program level and ask each program to conduct a very small scale assessment of the CEC. This may be phased in over the next three years.

CEC - Student activities and other unit sponsoring events have been sending out announcements for CEC activities. B. Barnett will ask Student Affairs to stop the practice. All references to CEC activities will be blocked out of faculty announcements.

H. Nejad asked that adjuncts be made aware of this practice too.

Program reviews were due June 1.

The template for the annual report will be reviewed at a future deans' council meeting.

Discussion on new final exam policy- 300-X and how it affects 3 hour exam times and schedules.

Academic Integrity – There has been an uptake in the number of students with academic integrity violations. Most cases involve citing sources incorrectly.

B. Barnett agreed with an idea to develop a Taskforce on Academic Integrity. Faculty also need to be made aware that workshops on how to cite references correctly will be made available through the Center for Reading and Writing.

Instructional Design

There are two applications for the position that can be considered: J. Mazza and M. Bitz. This will be for a 2 year appointment.

There is also a need for someone to oversee the Honors Societies and help centralize the process. A call will be put out for faculty to apply for this position. This position will become effective fall 2012.

Leave of Absence Without Pay – A few word changes to the local addendum and alternative assignments.

- Leave defined as full semester for faculty.

- Questions about the number of leaves within a career
- How much time should a person be employed before being eligible for a leave and should a non-tenured person be eligible.
- Also, how many times can a leave be extended?

Convening Group Membership Guidelines

Faculty should belong to no more than two convening groups.

Convening groups should consist of major, minor, concentration or graduate programs. Faculty member's primary group must be within their assigned school.

General Responsibilities

Wording corrections: change graduation audit to degree evaluation.

Include Flex Reports, Course Scheduling and Four-Year Plans.

B. Barnett will include all revisions and bring document back with convener position description to future deans' council.

Regarding personnel action letters via the convener – reword to indicate to supplement packet materials.

Individual Responsibilities

Change first sentence to read: Teach the majority of courses in the primary convening group(s).

Last line change personnel activities to serve on search committees and personnel committees.

Update on Strategic Planning Taskforce – S. Perry reported on subgroups who worked on goals and objectives.

Four goals are:

1. Advance academic excellence and student engagement
2. Diversity – changing demographics in-state and non-white students.
3. Financial viability and sustainability.
4. Improving internal and external relations and operations. Communications on campus and to the external community.

Objectives will be laid out over the coming week. Should be ready for President Mercer to present to Board of Trustees meeting on June 25.