

Deans' Council

November 3, 2011

Attendees: B. Barnett, E. Daffron, L. Chakrin, H. Nejad, S. Perry, E. Siecke, S. Rosenberg, E. Saiff,

B. Barnett opened the meeting and directed deans that they should provide justification for programs with under 30 majors. First and second majors should be looked at carefully. There is concern that there are no procedures in place for reviewing low enrolled programs. Discussion followed on developing strategies and procedures for reviewing such programs and discussing this issue with ARC.

There was more discussion on cost of delivering a credit hour.

B. Barnett will not take a program off the inventory of registered programs because it may be needed in the future; program closure means telling the state a program is being eliminated and this will not be done. The Provost would like to come up with a model for program evaluation and would like to see it initiated in this annual report. If programs were evaluated on a regular basis there would be a clear pictorial indication of programs that need further study.

Program Evaluations –

- It has been decided that contract majors are exempt from this review because they work on synergies with existing programs and their enrollments ebb and flow.
- A model and criteria for program evaluation will be developed after consultation with faculty and many offices across campus.
- No program currently on the books is in danger of closing for fall 2012.

R. Brown and E. Seavers – Academic Freedom

The Office of Student Development recently received a request for a faculty-advised club that wanted to download a TV show to show to students. Since copyright issues were involved Sarah Darrow, the school Attorney General (AG), was contacted for advice. She advised that the TV show should not be downloaded. The faculty member involved was concerned about this decision and felt that it was impinging on academic freedom. A committee or academic policy about these types of situations may be needed in the future.

R. Brown and E. Seavers have advised all clubs on campus that there are rules and regulations with showing movies and TV shows on campus.

Library purchases have been done as full use purchases; videos, tapes, and films from the library may be shown publicly. Showing videos from your own personal collection, streaming

broadcasts, and downloading from the internet does infringe on copyright laws. These laws will impact various events that are planned to take place on campus. Viewings are legal when the audience is well defined by a set criteria like a class, sorority, or fraternity, and viewings can not be advertised to anyone outside of the specific audience.

B. Barnett – said that films that are being shown to students will now have to be reviewed. Academic Freedom does not apply to violations of copywrite law. It holds in the classroom, protects faculty in their research, applies to the ability for faculty to speak on topics of their expertise. Deans should discuss the materials provided with their faculty.

J. Jeney pointed out that there is institutional as well as personal liability associated with violating copyright laws.

B. Barnett - This should go to Policy Committee as an area where we need policy and eventually procedures for working through these situations.

Terminal Degree Requirements -

Review of the terminal degree requirements for tenure-track faculty for reappointment and tenure. These requirements are necessary though exceptions to the policy are possible through a request to the provost and president. This requirement does not apply to adjuncts teaching in undergraduate programs – they are required to have a miniumum of a masters’s degree. If it is a professional situation in any area the provost, at the request of the dean, has the option to make an exception to the degree requirement. A list of terminal degrees was presented and J. Jeney asked all deans to review the list for their unit.

Policy/Procedure on Office Space – approved by then deans group about 5 years ago but not inacted any further. Now up for reconsideration and discussion.

No faculty office will be reassigned to anything other than academic offices without consent of the provost. The policy will be reviewed at the next Provosts’ Council meeting.

International/Intercultural outcomes - removed from the agenda due to time constraints.

Minutes – page 3 – Bullet 4 - BB did follow up with Beth Ricca who is able to provide us with information relative to co-ops. Internships are a different story. B. Ricca would like support for the idea of doing a 0 credit transcription of internships. Reason for this: many students set up their own internships. There is nothing official from the college on these internships. B. Ricca will be invited to speak at a future deans’ council meeting.

Credit Hours – E. Daffron drafted a policy on Credit Hours. Federal government is scrutinizing credit hours and how they are awarded and putting pressure on accrediting bodies (Middle States). This policy is trying to define procedures based on federal regulations. This procedure outlines how this is to be accomplished.

E. Daffron - Will be bringing a final exam policy to council in future. Courses must meet during final exam period.

E. Daffron will incorporate suggestions and bring policy to Provosts' Council, he also suggested that it be reviewed by ARC.

Discussion on Independent Study – B. Barnett asked to move this up to a future agenda for further discussion. Deans are asked to supply Beth and Eric with copies of the form being used in each school.

Critical Reading and Writing and Math Policy –developed because students delaying taking general education math and critical reading and writing until late in their academic career which could delay their graduation. This policy is trying to find a mechanism to encourage students to take these courses earlier in their career or by their sophomore years. Discussion on flags and prompts that Banner can place on registration. There was a suggestion about warning students prior to registration about this requirement through a blast email. The Policy will move onto Provosts' Council.

Grade Adjustments – Data on the number of grade adjustments made through certain periods.

E. Daffron still has concerns about receiving late grades from instructors as it creates havoc for registrar and for student's academic status.

Discussion on the reasons for the grade changes/corrections. There are problems with faculty members making changes months after deadlines and allowing students to complete their work a year after completing the course.

B. Barnett stated that there must be agreement on certain parameters. Once a student is certified for graduation nothing can be changed on the student's record. She also asked that deans adjudicate grade change issues and that only extreme situations should be handled by the provosts' office.

If a grade change is necessary a faculty member should include a lengthy explanation of why they're changing a grade before submitting form to the registrar.

Criteria for program evaluation and review -

- No longer asking for formalized five year reviews.
- Conveners are welcome to bring in independent reviewers.

Sabbaticals – Right now applications for sabbatical cannot be accepted.