

## **Dean's Council**

March 24, 2011

Attendees: B. Barnett, E. Daffron, S. Rosenberg, L. Siecke, L. Chakrin, H. Nejad, S. Perry, B. Langer and C. Romano.

B. Barnett called the meeting to order. First item of business was Registration and Waitlist courses presented by C. Romano.

Changes to this procedure have to be implemented before Monday, March 28 when registration begins.

Waitlist function – puts student on waitlist if course is closed. Ten thousand dollars has been invested in advertising for summer courses, this will be used as a revenue generator to increase enrollment.

It is proposed that a waitlist be imposed on every summer course. The waitlist function would help faculty deal with questions about overrides and help them manage the number of people coming into their course.

C. Romano asked about ways to alert faculty to this waitlist for their courses. He was told to send out a notice in writing and copy provost, vice provost and deans.

The waitlist will only be used for summer and winter courses.

Everyone has been sent an email about the courses that are reserved in their particular school. Faculty should not stress about capped courses as there are seats reserved in each section.

Undeclared student reception is the evening of March 24; Saturday, March 26 is admitted students day. Success of these events will ultimately be judged by yield.

E. Daffron – deans now have read only access to a file folder on the P Drive called ACAF Data. This file will contain official enrollment information that can be dragged on to a desk top; the data can then be manipulated. In addition official enrollment files for fall and spring, SAT scores, age, major etc will be there in excel spreadsheets. This file will have data frozen based on the tenth day of the semester.

B. Barnett has sent out the letters on awards for interdisciplinary courses. The faculty should have that information to J. Capizzi in Academic Affairs by June 1, 2011. This will include course syllabi etc. There is some money in that particular account, which B. Barnett proposed using to fund additional stipends for the development of online courses. The deans pointed out that it is too late for this (2011) summer and the money does not carry over for courses to be offered next winter.

The online course manual will come to Provosts' council today. B.Barnett will write a policy to accompany the procedures that are in the online course manual.

There is nothing in this manual that prohibits teaching online courses in regular sessions.

Discussion on limit of faculty courses taught online during a semester. B.Barnett clarified that faculty who have not taught on line before are entitled by contract to receive a one credit stipend. This is for the first time teaching online – not the first time teaching the course.