

## **Dean's Council**

### **January 6, 2011**

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

#### **Retreat**

B. Barnett called the meeting to order and noted that prior to the Deans' Retreat she would review documents in WEAVE, to ensure progress is made on this years' goals and outcomes. She urged all to review her input on WEAVE before the retreat.

Review on policies – some are out of date – two policies that should be reviewed:

1. team teaching
2. exams given last week of class.

#### **Managers' Meeting**

Vice Presidents and Cabinet are working on closing budget gap; to make an accurate evaluation there is a need to know basic functions of all employees or who is doing what.

Deans will be asked to fill out a form for each faculty member and will be given a deadline for return.

#### **Catalog and Grades**

C. Romano spoke about updates to the catalog and timeline

There was discussion on grade changes and process as it currently stands between the registrar, units, and the Provost.

It was suggested that the Registrar, Cynthia Brennan, be invited to the next Dean's Council to discuss overrides, room assignments and any inconsistencies seen on a regular basis.

There was more discussion about turning grades in on time and late submission which causes a number of problems. Solutions for solving the problem include shortening the grading period or, starting the semester earlier and adjusting the academic calendar.

B. Barnett will speak with J. Morley about the grading schedule issue which may be brought up at a future Provosts' council meeting..

#### **Other Business**

Faculty are encouraged to attend the NYU workshops this summer; the college will pay all costs.

Conferences/lectures are coming up:

April 18 and 19 – After affects of BP oil spill – this will be open to all students as part of the Deans' Lecture Series.

April 29 – Region-Wide Conferences:

1. Issues of Child Development: bullying and its effects on school performance
2. Child Development: open to all school districts in the area – will offer CEU's. this is also open to all students.

Also, there will be a symposium on Immigration and one on Liberal Arts.