

## **Dean's Council**

October 14, 2010

Attendees: B. Barnett, E. Daffron, B. Langer, S. Rosenberg, S. Perry, H. Nejad, L. Siecke, B. Levy, J. Geller and B. Goldstein

**International Studies** – Seeks to open dialogue with deans to develop best practices in academic assessment. Will involve:

- Supervision of faculty
- Clarification of roles and responsibilities
- Raising the awareness and integrity of faculty-led study abroad program
- Demonstrating significant student learning through these courses/programs abroad

Current Challenges of the program:

- Individual faculty ownership of programs
- Developing a strategy for assessment
- Lack of clarity of faculty supervision/dean's role
- Questions on role that faculty will assume
- Evaluation of International courses

B. Levy would like to add a supplement to the current student opinion survey. Would use Qualtrex survey for additional information on administrative matters.

Information from faculty on final reports has not been forthcoming.

Discussion ensued on who should assess international courses. It was noted that some international courses are missing syllabi along with final reports.

B. Barnett will issue a communication to faculty about international courses that are missing syllabi and reports – and will give faculty a November 1 deadline to comply. If nothing is received by that time the course will be cancelled.

It was also suggested that B. Levy make an appointment to see B. Barnett and each of the deans personally to talk about each of the programs.

### **Lecture Series**

S. Perry asked about money available which he was assured would be sufficient to fund the program. He would like to send an announcement to all faculty asking for proposals that would be reviewed quickly and produce speakers and topics for spring 2011. It was decided that he would circulate a letter and set a deadline date for three weeks from the date of the letter.

## **Grade Adjustments**

B. Langer – noted a number of grade adjustment requests to alter the record after a grade has been submitted. The registrar must maintain the integrity of the transcript which cannot be changed. There was discussion of actual grades being changed vs. the number of incomplete grades.

B. Barnett said grade changes would not be accepted for additional work that may have been submitted after the fact. She also wanted to consult with E. Rainforth about noting the incomplete policy on the ARC form.

This information will be sent to all faculty by the Registrar's office.

## **E. Daffron – Reinstatement and Readmission**

E. Daffron is creating a routing form for all offices to use that would document who did what and when. He would like to try using this for spring 2011.

## **E. Daffron – Institutional Effectiveness in Academic Affairs**

E. Daffron discussed a proposed new institutional-effectiveness process in academic affairs, one that would combine three existing reports: annual goal setting, learning outcomes assessment, and program review.

Discussion of possible restructuring of conveners and possible appointment of department chairs and the financial considerations associated with this appointment. B. Barnett will bring the conversation about convening groups to Cabinet.

SPIF funds – the next step is for Cabinet to decide what they will approve.

Discussion on materials needed for Deans to support specific requests.

## **Academic Affairs Outcomes**

2b – Enhance Multicultural understanding – this can encompass Study Abroad. B. Langer suggested a language requirement. There was discussion on recruitment of students outside the college.

2c – Support services for students – writing skills and accuplacer test and summer bridge program to be prepared for college English and administered Freshman year. J. Hoch is petitioning to reinstitute a pre-college or lower level English course – a two semester composition sequence.

The balance of the Academic Affairs plan was scheduled to be discussed at the next Dean's Council meeting.