

Deans' Council Meeting Minutes

August 1, 2019

Attendance: S. Becker, P. Campbell, S. Gaulden, A. Lorenz, E. Petkus, C. Romano, E. Saiff

Student Assistant Program

S. Becker reminded the Deans they can review the Student Assistant Program Academic Affairs allocations on the discussion board. Deans can either petition for more funds or decide to collaboratively reallocate funds within Academic Affairs. A. Lorenz, E. Petkus, and E. Saiff noted they all appealed and received additional funds.

E. Petkus inquired if the process could be made more efficient, and questioned if the process would be an annual procedure. He added the understanding of the time constraints and budget. C. Romano responded the procedure was developed in order to rank and prioritize the needs, and was a better option than a blanket cut. The process will not be an annual application. He shared that positions should not simply roll over from year to year; assessment needs to be done periodically to determine whether or not positions are still necessary. C. Romano explained further that there are two state minimum wage increases this fiscal year in July and January.

P. Campbell shared the process helped identify opportunities to convert Student Assistant positions into internships: all CA students must complete an internship and by shifting some positions, it will help students towards graduation.

The Deans will continue to request funds through the all-college process when it is reviewed again.

E. Saiff asked about a payroll issue. C. Romano directed E. Saiff to HR.

Fall course enrollments

S. Gaulden reminded the Deans to please review the fall course enrollments and be aware of canceling under-enrolled sections by the deadline the Registrar will share.

E. Petkus noted that it is more challenging to cancel or combine sections for the Spring semesters.

C. Romano added registration numbers can fluctuate within a short period of time: for instance, right before deadlines, many students drop classes but within a day or so, re-register for alternatives.

S. Gaulden inquired if the Deans had considered using waitlists for courses to avoid canceling classes. C. Romano shared waitlists for summer and online courses were implanted in 2010/2011, and that it does not provide as much flexibility. S. Gaulden said waitlists would not need to be implemented unilaterally but could be helpful in certain schools or for certain sequences of classes. E. Saiff noted that Deans save seats for new students.

Faculty Lines

E. Saiff shared that given a recent resignation, TAS is requesting a tenure-track line in Biology. There has been an emergency hire for AY19-20, during which a search could be conducted for an Assistant Professor starting AY20-21. The Deans supported the request.

COPLAC Conference

The annual COPLAC undergraduate conference is November 8-9 at Keene State College. D. Couzens reminded the Deans to communicate with faculty to identify students who should apply. The deadline for the College to submit information is October 19.

Provost's Council

D. Couzens asked the Deans to consider and submit their school's faculty representative to serve on Provost's Council. The Deans will discuss with faculty at the first Unit Council.

New Business

Canvas update – S. Becker shared that due to contract negotiations and the implementation timetable, Canvas may not be live until the Spring semester.

Enrollment update – C. Romano referenced the email with enrollments the Deans received. Undergraduate transfer enrollment is down but offset by the increase in new students. Graduate enrollment is lagging but some programs do not register at this time. The MSN and MSW have exceeded their projections. The Deans and C. Romano briefly discussed the individual programs. C. Romano emphasized that the 4+1 model is very attractive and should be considered as new graduate programs are developed.

3+1 programs update – C. Romano shared an update on the positive meeting with Sussex County Community College about the 3+1 programs. He will send out a timeline. The Deans will update their faculty.

GOLD Alumni event – S. Hangen expressed concern about the GOLD Alumni event. A discussion board topic will be started so ideas and concerns can be addressed holistically at a future meeting with VP Davey.