

## Deans Council Minutes

October 29, 2013

BA 290

### Deans Council Members in Attendance:

- Dr. Adolfo Benavides, Provost and Vice President for Academic Affairs
- Dr. Dale Funderburk, Interim Dean, College of Business and Entrepreneurship
- Dr. Sal Attardo, Dean, College of Humanities, Social Sciences and Art
- Dr. Grady Blount, Dean, College of Science, Engineering and Agriculture

### Deans Council Members not in Attendance:

- Dr. Dan Edelman, Associate Provost for Academic Affairs
- Dr. Gail Johnson, Interim Dean, College of Education and Human Services
- Dr. Arlene Horne, Vice Provost for Research and Dean of Graduate Studies

### Others in Attendance:

- Dr. Harvetta Henry, Interim Assistant, College of Education and Human Services (attended in the absence of Dr. Johnson)
- Dr. Mary Beth Sampson, Associate Dean, Graduate Studies and Research (attended in the absence of Dr. Horne)
- Ms. Cynthia Rhodes, Executive Assistant to the Associate Provost

Minutes recorded and prepared by Cynthia Rhodes.

**Faculty Workload** – Based upon colleges' current workload policies, the university will be in need of approximately 25-20 full-time faculty positions. Some areas are including independent studies as a part of faculty members' regular teaching loads. The provost stated that students should not become accustomed to the availability of independent studies on a regular basis. Most universities view provision of independent studies as a service which faculty provide to students. There are several ways that independent studies could be handled.

One option would be if a faculty member had an excess of 24 SCH in an academic year, they might be allowed to "bank" and received credit in the form of release time the following academic year. In that situation, an adjunct would be hired to cover their normal assigned course(s). Another option would be to pay for overloads if funding were available. However, this could present a problem if faculty numbers were not sufficient. There was also discussion that perhaps compensation for independent studies should be recognized through the merit system.

Dr. Attardo was not in favor of paying for overloads. CHSSA currently allows banking for a year but then if the credit is not used, it expires as there is no carryover past a year. For example, if a faculty member earns 1/3 reassigned time in fall, 1/3 in spring and 1/3 in summer, the faculty member must request their one reassigned class the following fall or lose it. They must use in within a year. The faculty member is responsible for requesting it.

Dr. Blount stated CSEA sets courses up on a two year schedule. They recently reviewed class schedules and determined that some classes were being offered every year with a low average enrollment of 4 students. These are the classes that were set up on a two year schedule and their average enrollment should be increased to at least 8 students.

Dr. Benavides talked to the college deans about using the college's "soft" monies to meet the need for adjuncts. This is a team effort and the provost office along with the colleges would need to work together for the good of the colleges, departments and students. The provost stressed the importance of the provost office and colleges partnering together to meet the needs of the faculty and students.

For planning purposes, it is imperative that requests for course release time be submitted to the provost office timely, prior to the start of the semester. The fall semester is midway, however, the provost office just this week received requests for fall 2013 course releases. These requests will be honored, but it is extremely important that requests impacting the budget and teaching loads be addressed as early as possible. Deans are requested to scrutinize the amount of course release time being requested before forwarding to the provost office for review. There is concern regarding the number of course releases being requested, and budget personnel are concerned how this will impact the budget. It was noted that we have 26 department heads which account for at least 52 course release slots.

The provost mentioned the increase in the number of external employment requests which have been received which sometimes makes it difficult to consider when approving course release time. Dr. Funderburk mentioned AACSB's Professional Qualification (PQ) requirements. Faculty need to be actively engaged in external employment or be performing research to maintain their PQ status. To enhance teaching, faculty need to be active in research or creative activity. Expectations are high for faculty teaching Master's level courses and even higher for faculty teaching doctoral level courses.

The provost and deans all agreed to face these difficult challenges (faculty workload, course release time, etc.) in a collaborative way.

**Action:** Dr. Funderburk will develop a form (to attach to the course release form) which will show the department head/dean/provost the expected deliverables of a faculty member if their release time is approved. Upon its development, Dr. Funderburk will share this form with all of the college deans.

**Commencement Speaker** - The provost asked deans to brainstorm with their department heads and submit to his office the names of individuals they would like to nominate for consideration as a commencement speaker in December 2013. It is anticipated there will be approximately 771 graduates in December.

**College Graduate Recruiters** - Dr. Benavides has approved one Graduate Recruiter position per college. The provost office will forward the position job description to the deans this afternoon for their review. Deans are requested to review and submit their comments/input to Dr. Dan Edelman no later than close of business Thursday, October 31.

**Tuition Remission** - Because of our past growth in graduate enrollment, the number of GATs and GARs have increase. Thus, our need for tuition remission is greater. In the past there has been ample funding for tuition remission, however, we are facing a funding challenge for spring and summer 2014 to maintain the current level of GA participation in this program. There is a projected shortfall of \$120,000 needed to maintain our current level through the end of AY 2014.

Indirect costs funds would be a good source to consider for this purpose. It was also mentioned that enhancement funds could also be used. Colleges are asked to review their funding sources to determine how they can assist with this challenge.

## **Updates:**

**Graduate School** – Dr. Sampson provided an update regarding graduate enrollment figures. There are limited scholarship funds available and are being used to focus on doctoral courses, STEM, and flex entry courses. Graduate School has sent out surveys to all non-degree students and are sending out weekly emails to students with incomplete files. The recent Master's and Specialist Advisors' Roundtable meeting had a good representation of administrators, faculty and staff who assist Master's and specialist students.

**Affiliate Faculty** - Dr. Blount inquired about the possibility or a procedure for appointment of Affiliate Faculty. Dr. Sampson suggested he contact Dr. Marila Palmer regarding his idea. Dr. Blount stated he planned to talk with Dr. Linda Openshaw, Faculty Senate President.

**Dean Searches** – Two finalists have been identified for the College of Business and Entrepreneurship dean position and three finalists have been identified for the College of Education and Human Services dean position. The search committees are underway scheduling campus interviews.