

Academic Deans Council Minutes

February 21, 2012, 9:00 – 11:00 a.m.

Present: Larry Lemanski, Grady Blount, Allan Headley, Gail Johnson (for Brent Mangus), Ben Doughty (for Sal Attardo), Charlott Larkin (for Hal Langford), and Greta Spradling

1. 1st Year Probationary Vote – Dr. Larry Lemanski

Each dean was given a 1st Year Probationary packet for each candidate that included a letter from the college dean, department head, tenure and promotions committee, and a current college curriculum vita. Dr. Larry Lemanski conducted the 1st year vote according to parliamentary procedure.

2. Academic Affairs – Dr. Larry Lemanski

- a. Dr. Lemanski reminded the academic deans of Rule 12.99.99.R0.01, Limiting Staffing From Within, when hiring new faculty members. It is important to post the positions for a national search and select the very best candidate.
- b. Evaluation training for department heads was recommended at the last academic deans council meeting. This training also must be offered to the department heads, perhaps at one of the regular department head meetings. Two sessions may be needed to accommodate everyone's schedule. **ACTION ITEM: Next Deans Council to discuss in more detail.**
- c. The deans were presented with the System Regulation 33.06.01, Flexible Work Arrangements. Each faculty member working from a location other than the place of business, such as a home office, another state, etc., must have written approval from the Dean and Provost prior to the start of the semester or assignment. If there is any question, request approval from the Dean and Provost. This signed, written document is to be placed in the faculty's file.

3. 13.99.99.R0.10 Academic Honesty – Dr. Allan Headley

Dr. Allan Headley reviewed the first draft of Rule 13.99.99.R0.10, Academic Honesty. Once in final form, the rule will be returned to the council for review and approval.

4. Student Online Evaluation Process – Greta Spradling

The student course evaluation survey is now fully online. The university core questions were approved prior to the 2011 winter break by the department heads, faculty senate, and deans. The

survey needs to be certified. The student participation has improved with department heads reporting 50% to 80% participation from their departments. Results are available for department heads in one to two days from the close of the survey. In the past, it took two days minimum, per department, to process the survey. Now it takes less time with fewer resources.

Greta Spradling is working with Jeff Faunce in Technology Services to continually improve the processes. Automated e-mails will be sent to communicate when the evaluation opens and closes. As requested by the department heads, the evaluation will close prior to grades being posted. A program is being designed to post the results for deans, faculty, and the Provost.

After some discussion, it was suggested that college advisors could take a verbal survey (poll) of student satisfaction at various points during the semester. Asking the student a few, quick questions would be helpful to know why students drop a course. The feedback could prompt immediate action and improvements.

5. Departmental web page – Greta Spradling

Greta Spradling reported that Technology Service does not maintain department websites for Academic Affairs. This was confirmed with a phone call from Ray Buehme earlier in the morning. The College of Sciences, Engineering, and Agriculture hired a graduate student part time to update their web pages.

The Faculty Center for Teaching with Technologies, when managed by Academic Affairs, helped departments maintain their websites. The discussion that continued include comments that the center should be returned to Academic Affairs. **Action Item: Problem needs to go to President.**

6. For Your Information (FYI) handouts – Dr. Larry Lemanski

- a. Job postings to be included in the Chronicle of Higher Education are due to the EEO Office this Friday, February 24.
- b. A printed copy of the Emergency Operation Plan for fiscal year 2012 was distributed.

- c. Mass Media / Communication & Theater has started producing a Transforming Newsletter to promote faculty, students, and activities within their department. It has been well received by the Alumni.
- d. A printed presentation, Product Oriented Education, by Don Jefferies, was provided as an informational item.
- e. This is a list of the A&M-Commerce attendees to travel to Atlanta in June for a SACSCOC workshop: Drs. Jones, Lemanski, Weeks, Hogan, and Mr. Brown.
- f. The final version of the meeting minutes for January 20 and the retreat on February 1 were distributed along with the list of action items.

7. Open Forum

- The Student Recognition in Teaching Excellence Award winners were named campus wide. Thirty faculty received the \$2,500 award.
- Dr. Grady Blount is working with faculty senate on the Faculty Workload procedure in order to consider an alternate workload.

Minutes submitted by: Greta Spradling, Executive Assistant to the Provost