

**Deans Council Meeting**  
**Provost Conference Room**  
**August 9, 2007**

Attendance: Dr. Mary Hendrix; Dr. Hal Langford; Dr. James Klein, Dr. James Vornberg; Dr. Allan Headley; Dr. Sharon Chambers; and Dr. Deborah Hebert

**Faculty Equity** –Deans reviewed the Summer 2007 Faculty Salary Equity Study and agreed to apply equity with the merit raises. Deans recommended that a delay be considered until data sources (other than CUPA, 4-Digit CIP, Public Institutions, and Median salaries) could be reviewed. The Provost will discuss these concerns with the President.

**Departmental Operating** – (PDF document) The President recently awarded Academic and Student Affairs division with \$100,000 in new funding. The Provost shared her plans to award the majority of the funds (\$67,500) to departmental operating accounts with the remaining funds (\$32,500) for implementation of strategic enrollment plans. After reviewing the proposed plan, Council members agreed with the Provost's plan.

**Advising and Retention** – The Provost recently visited with the OARR Committee to obtain ideas as to what could be done regarding advising and retention. THECB has requested colleges and universities to identify a P-16 Special Advisor on their campuses who will participate in both the college readiness implementation phase and expansion of initiatives designed to increase student success in post-secondary. Consideration is being made for the Director of Student Assessment to serve as the university's P-16 Special Advisor. She will be responsible for P-16 college readiness and will coordinate advising issues with college and faculty advisors in addition to her duties as Director of Student Assessment.

**Recruiters** – President McFarland recently approved salary increases for recruiter positions. The increase brings the recruiters positions more in line with other colleges and institutions in the state.

**Freshman Success Seminar** – An update is needed regarding this year's Freshman Success Seminar. The first FSS seminar is scheduled to be held on Friday, August 24, at 10:00 a.m. Dr. Chambers will contact Dr. Bill Thompson for an update on the Freshman Success Seminar.

**Tenure/Promotion** – At the August 23 fall faculty meeting, Dr. Hendrix will distribute her first Provost's newsletter. The newsletter will outline three (3) major changes for consideration by the academic community: 1) mock third-year review; 2) fixed number of publications; and, 3) grants funds over \$100,000. Therefore, each college is responsible for developing their own level of criteria. All college and departmental plans are to be completed and finalized no later than the end of the fall 2007 semester.

**Classrooms** – Several classrooms are currently being renovated. Approximately 200 chairs have been ordered for classroom; Deans need to let the Provost know where the chairs are needed so they can be delivered to appropriate areas. The Registrar’s Office can run a report to show which classrooms are utilized most frequently.

**Faculty Development** – In the afternoon following the fall faculty meeting, a reception will be held on Thursday, August 23 at 4:00 p.m. in the Faculty Lounge for all faculty. The reception will be a wine and cheese social. Deans plans to promote and encourage attendance of all faculty. Review of Academic and Student Affairs’ accomplishments since spring semester will be shared with faculty.

**Faculty Orientation** – New Faculty Orientation is scheduled for Tuesday, August 21. Approximately thirty (30) new faculty are scheduled to attend. ASA Vice Presidents and Deans will be introduced. Brief overviews of faculty and student academic support services will be presented. New faculty will have lunch with the President. Human Resource (HR) staff will present an explanation of benefits and staff will have an opportunity to completed mandated HR training for new employees. Mini sessions are planned to introduce new faculty to Graduate Studies, Institutional Review Board, and Faculty Development. New faculty will be introduced to IDEA so they will know how to interpret and then department heads should get with their new faculty to discuss the evaluation process. Department heads will receive leadership training so they can mentor new faculty. Plans are to schedule a follow-up session for new faculty to get back together and network and also so they won’t feel “lost” during their first semester on campus.

**Grants Writer** –Presidential approval has been received to employ a grants writer for research. Current plans are to have the position functional by mid to late October.

**Lion Camp** – Dr. Hebert reviewed the agenda and plans for extended Lion Camp. Planned events include such activities as offering new students a series of success seminars; on-campus student job fair; initial meeting of Freshman Success Seminar group, watch Lion football game on big screen with refreshments available; activities centered around the soccer game; fun activities at MRC, etc,

**Colleges’ Strategic Plans** – Deans were asked to submit their college’s strategic plan to the Provost as soon as possible. The Dean for the College of Education and Human Services plans to utilize a portion of their August faculty meeting to complete their plan.

**Removal of Grade After One Year** – Dr. Chambers presented to the Council for their review/approval a draft version of “Petition for Removal of Grades After One Year” form. Dr. Chambers referenced the Scholastic Probations and Suspension procedure by saying that this procedure was already in place for the grade removal process; however, a form was needed to assist faculty/staff in carrying out the procedure. Emphasized was made that a form was needed for audit purposes and the form needed to be consistent for all colleges. It was recommended that the name of the student’s major be placed on the form. Since the proposed form would only apply to undergraduates, Council members

agreed this limitation should be indicated on the form. Council members approved the proposed form.

**ExamGuard** – Recently an issue arose in the College of Arts and Sciences regarding Instructional Technology and Distance Education’s decision to discontinue using ExamGuard for on-line testing. Deans Council members discussed what could be done to ensure security of online courses and what other institutions are doing about this problem.

**Greenville Rotary** – Dr. Sweeney with the Greenville Rotary Club has requested a list of possible speakers from the university that would be willing to speak to their group. They meet every Wednesday at noon. The Club has speakers lined up for September but need additional speakers for October and November. All agreed Dr. Kent Montgomery and Dr. Raymond Green would be excellent speakers. The Provost requested Dean Council members send her additional names of faculty/staff that would be appropriate to perform this civic service.