

Deans and Department Heads Meeting

November 12, 2009

Rassman 100

Minutes

Present: N. Allen, T. Bankston, T. Badgett, G. Blount, D. Carter, K. Cody, B. Davidson, B. Doll, S. Eoff, M. Fortin, N. Flynn, C. Gaulden, S. Hasson, K. Heineman, K. Lambert, J. Limbaugh, L. Lucksinger, L. Mayrand, K. McCoy, J. Miazga, E. Olson, J. Osterhout, T. Roden, C. Scott, P. Swets, J. Summerlin, S. Wahl, A. Wallace, S. Wilkinson

Minutes

1. Topic: Minutes

The minutes were approved.

Responsible Party: N. Allen

Guests

2. Topic: SPOL Assessment Module – Crystal Braden

C. Braden provided an overview of the assessment module, focusing on individual features. A tutorial will be available. She encouraged department heads to contact the Office of Institutional Effectiveness for individual assistance, including training.

Responsible Party: Office of Institutional Effectiveness, Deans, Department Heads

3. Topic: Leave Reporting – Jesse Gomez, Kurtis Neal, Sheri Whitaker, Angie Wright

Representatives from the Office of Human Resources discussed with the group the new electronic leave reporting system. Individuals raised a variety of issues, including specific problems encountered by various departments and colleges. Because of these problems, an extension on the deadline for approving leave this month was declared with time for individuals to report issues to Human Resources. Jesse Gomez encouraged the members to remain in contact with HR to address ongoing issues until resolved.

Responsible Party: Office of Human Resources

Old Business

4. Topic: Library Renovation Update – Maurice Fortin

M. Fortin provided the membership an overview of the Library remodeling project, including detailed information about access and operations during the 2010 Spring semester and part of the summer.

Responsible Party: N/A, Informational

5. Topic: Academic Master Plan – Jim Limbaugh

J. Limbaugh reported that he is in the process of cross referencing the Academic Master Plan with the Strategic Plan from the Higher Education Coordinating Board

Responsible Party: N/A, Informational

6. Topic: Summer School Update – Jim Limbaugh

J. Limbaugh discussed the modified summer school salary plan. It is a version of the previously distributed plan that more effectively ensures equity for all faculty. The intent is to reach as closely as possible 1/12th of a faculty member's salary with a declining scale based on enrollment. A notice to the faculty is forthcoming.

Responsible Party: N/A, Informational

7. Topic: SACS Reaccreditation – Jim Limbaugh

Two important committees are being formed related to SACS reaccreditation. The Leadership Team is comprised of the accreditation liaison, vice presidents, selected faculty. The other is an ad hoc committee chaired by Kelly McCoy to initiate the required Quality Enhancement Plan (QEP). This committee will develop the guidelines by which the campus will address the QEP with recommendations forwarded to the Provost. Of particular note is that SACS now requires that the QEP meet standards or the institution faces provisional accreditation.

Responsible Party: N/A, Informational

8. Topic: SOAR/FYE – Nancy Allen

Planning continues for the 2010 SOAR sessions, which will focus on advising and registration. A one-day event is planned with separate tracts for students and parents.

Responsible Party: Steve Klein, N. Allen

9. Topic: Tenure and Promotion OP – Nancy Allen

The new Tenure and Promotion OP decentralizes both processes. Each undergraduate college will begin in the spring semester to discuss standards for tenure and promotion and to design its respective requirements. To ensure equity, the various colleges will submit their materials to the Deans' Council and ultimately the Provost for approval. All work must be completed by the Friday before final exams of the 2010 Spring semester to ensure that faculty members eligible for tenure and/or promotion have access to the requirements in ample time to prepare portfolios for submission during the fall.

Responsible Party: Deans, Department Heads, Faculty

New Business

10. Topic: Monitoring Update – Jim Limbaugh

J. Limbaugh noted that support is available from S. Logan and her staff to assist departments in creating their student learning assessment plans. He urged the respective members to take advantage of this help because the plans are critical to the monitoring report required by SACS next spring. P. Swets noted that comments from S. Logan and her staff members will be helpful in modifying the plans.

Responsible Party: NA, Informational

Round Table

Shirley Eoff

- Thanked Department of Chemistry for offering honors courses and extending honors course contracts outside the core.

Karen Cody

- Noted Department of Modern Languages' success with cultural conversation group initiative.
- The annual Cheese/Pastry Tasting will be held at the Lakehouse tomorrow (Friday, November 13. All are encouraged to attend.

Maurice Fortin

- The search committee for the position of Vice President for Student Affairs and Enrollment Management has completed four telephone interviews. Of seventeen applicants, twelve met the minimum requirements. Maurice will work closely with Toni Sauncy, chair of the search committee for the position of Provost, to coordinate on-campus visits.

Bill Doll

- The dinner theater presents *A Christmas Carol* this week and next week. All are invited to attend the production.

Nick Flynn

- Thanked the Departments of Math, Biology, and Physics for their assistance with Science Days, which 800 students attended.

Laurence Musgrove

- The American Studies Association of Texas Conference will be held on campus tomorrow.
- The Writers Conference will be February 18 and 19 with featured speaker Mary Karr.

Adjournment