

Academic Deans' Council

April 22, 2010

Provost's Office

Minutes

Present: N. Allen, G. Blount, C. Gaulden, K. Lambert, J. Limbaugh, B. May, L. Mayrand, J. Miazga

Guests:

1. Topic: HB 2504 (Jeff Sefcik)

J. Sefcik reviewed with the members the process for posting faculty syllabi and vitae in accord with HB 2504 mandates. Faculty members will enter a syllabus for each section each semester in PDF format. Vitae will also be submitted, following appropriate guidelines, as PDF files. Deadline for submission is July 15. Information will be distributed to faculty prior to the end of the Spring semester.

Responsible Party: N/A Informational

2. Topic: Faculty Immersion Program (Susan Williams)

After discussion, S. Williams and Council members decided to recommend two phases for implementing the Faculty Immersion Program. Phase one will focus on those faculty most immediately involved in course design and implementation. Phase two, implemented during AY 2010-2011 will be open to a wider group of faculty. Council members will recommend to S. Williams the process by which faculty members may apply to participate as well as the criteria for acceptance.

Responsible Party: Deans, S. Williams

Minutes:

1. Topic: Minutes from last meeting.

Minutes were approved without changes.

Responsible Party: N. Allen

Old Business

2. Topic: SOAR Update (Nancy Allen)

N. Allen briefed the members on the student/parent opening SOAR session. Presentations on time management, parent/teacher/student relationships, academic rigor, and involvement/engagement will comprise the program. A detailed schedule is forthcoming as is a meeting with the deans and department heads to discuss the advising/registration schedule.

Responsible Party: N. Allen

3. Topic: Routing Requests for Center for Security Studies Budget Items (Nancy Allen)
N. Allen noted that travel requests and other budget items related to faculty that are to be paid from Center for Security Studies funding be routed through Susan Williams for budget approval before being sent to the Provost's Office.
Responsible Party: N/A, Informational
4. Topic: Science Requirements for BS degree (Kevin Lambert)
Because this item was addressed previously, K. Lambert requested it be removed from the agenda.
Responsible Party: N/A, Informational

Round Table

Kevin Lambert

- In response to K. Lambert's question about the availability of funds from the student advising fee to support college advising centers, N. Allen announced that approximately \$2,000 would be available to each undergraduate college around June 1. Chelsea Hejl will facilitate the expenditures until accounts can be established.

Leslie Mayrand

- The public reception for the opening of the WEDD Center today from 2:00 until 4:00. The evening reception is also Thursday from 5:30 until 7:00.
- She requested the issue of withdrawal from classes after the deadline be addressed. This subject will be discussed at the retreat held Monday, April 26.

Adjournment