

Academic Deans' Council

April 8, 2010

Provost's Office

Minutes

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

Minutes:

1. Topic: Minutes from last meeting.
Minutes were approved without changes.
Responsible Party: N. Allen

Old Business

2. Topic: HB 2504 Update (Jim Limbaugh)
Plans are progressing to meet the HB mandate and to ensure that compliance is accomplished the easiest way possible. The Provost will serve as the University administrator. Additional details will be provided as they are finalized.
Responsible Party: N/A, Informational
3. Topic: Business Continuity Plan (Jim Limbaugh)
Each component on campus is responsible for providing plans ensuring continued operation in case of a catastrophic incident. Bill Cullins has distributed materials to each component requiring responses to specific questions.
Responsible Party: N/A, Informational
4. Topic: Budget and SPOL (Jim Limbaugh)
J. Limbaugh noted that all departments met the deadline for completing information required in SPOL. He expressed his appreciation to department heads and deans for their timely completion of this task. Within the next few weeks, J. Limbaugh will report on budget issues.
Responsible Party: N/A, Informational
5. Topic: Deans' Evaluations (Jim Limbaugh)
Evaluations of the deans conducted by the Faculty Senate have been distributed. Several issues affecting reliability of the results have been identified; therefore, the survey results will not be considered as a contributing component to the deans' individual evaluation process as required for all employees. J. Limbaugh will recommend to Dr. Blose that he work closely with S. Logan to develop an evaluation process that is normed and conducted on a regular basis.
Responsible Party: NA, Informational

6. Topic: Advising Update (Jim Limbaugh)

J. Limbaugh and the members reviewed the status of each college advisor/advising center. The Colleges of Science, Nursing and Allied Health, and Business are operational. The College of Liberal and Fine Arts is conducting interviews for its advisor with a decision to be made within the week. The College of Education is proceeding with renovations and should be operational in June.

Responsible Party: N/A, Informational

7. Topic: SOAR (Jim Limbaugh)

Discussion of SOAR was tabled until the April 15 meeting.

Responsible Party: N/A, Informational

New Business

8. Topic: Faculty Banquet (Jim Limbaugh)

The inaugural Faculty Banquet will be held May 6. J. Limbaugh urged all deans to attend and asked them in turn to stress the importance of attendance to their respective department heads.

Responsible Party: N/A, Informational

9. Topic: Summer School Deadlines (Jim Limbaugh)

J. Limbaugh distributed a list of relevant summer school deadlines, including the date by which faculty members will commit to teaching assigned classes and the date for enrollment “lock” to calculate faculty salaries. He urged the members to work closely with their department heads to track enrollment in summer classes.

Responsible Party: N/A, Informational

10. Topic: Board of Regents: Academic Program Review (Jim Limbaugh)

Based on indicators from the Board of Regents as well as the State, program review will occur. Dr. Rallo has also indicated that a thorough program review will occur AY 2010-2011.

Responsible Party: N/A, Informational

11. Topic: Final Examinations (Jim Limbaugh)

In response to a faculty member’s concern about faculty not adhering to the published final exam schedule, the members noted that this issue had arisen in the past and, to some degree, remains a problem. To address the issue, J. Limbaugh will send an e-mail to the faculty citing OP 10.10: Final Examinations, 1.d., which requires that “Final examinations must be administered at the time specified by the schedule published by the university,

except in the case of asynchronous courses, unless permission is granted to deviate from the specified time by the department head and dean of the college.” Deans and department heads are expected to reinforce the requirement to all faculty.

Responsible Party: J. Limbaugh, Deans, Department Heads

12. CITR Survey and Summer Institute (Nancy Allen)

N. Allen shared with the membership results of a survey conducted by the CITR last fall related to faculty retention. The CITR will develop recommendations based on the data related to the hiring process, new faculty orientation, and faculty development. Additionally, N. Allen shared information with the members about the ASU Summer Institute on Teaching and Learning conducted by the CITR. She asked the deans to identify faculty who might be interested and urge them to apply.

Responsible Party: N/A, Informational

13. Post Tenure Review Policy (Nancy Allen)

N. Allen briefly reviewed the status of the draft policy and noted that the recommendations from the Faculty Senate were forthcoming. Revisions recommended by the deans via e-mail as well as those from the Faculty Senate will be addressed before the OP is forwarded to President Rallo for his approval and subsequent submission to the Board of Regents.

Responsible Party: N. Allen

Round Table

No Items

Adjournment