

Academic Deans' Council

May 6, 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: Catalog Update (Nancy Allen)
N. Allen briefed the members on the Catalog updates completed and in progress. A new software has allowed better indexing as well as consistent formatting. S. Morton and B. Stewart are cross checking statements in the Catalog against Operating Policies and Procedures (OP) to ensure consistency. A process will be in place to require that changes to the Catalog be cross checked against OP's when appropriate so that revisions occur to maintain accuracy and consistency.
Responsible Party: N/A, Informational
3. Topic: Distance Education (Jim Limbaugh)
After lengthy discussion focusing on remuneration for faculty who create or update classes for on-line delivery, the membership identified two types of funding sources:
 - External funding provided through grants, and
 - Internal funding provided through the DE fee.The membership passed the following guidelines with specific to funding from the DOD grant: Susan Williams, acting Director of the Center for Security Studies, in consultation with the appropriate dean and department head will establish rates of remuneration for faculty creating on-line courses with the stipulation that the amount may not exceed 100% of the faculty member's maximum summer salary. The vote was unanimous: 7 yea, 0 no.
With respect to guidelines specific to internal funding, the members passed by a vote of 5 in favor and 1 opposed the following statement:
The DE fee may not be used to pay salaries to faculty who create or update classes for on-line delivery.
Responsible Party: N/A, Informational
4. Topic: Summer Salaries Update (Jim Limbaugh)
J. Limbaugh reminded the members that May 20 is the deadline for faculty members to commit to teaching summer courses.
Responsible Party: N/A, Informational

5. Topic: Faculty Summer Immersion Update (Kevin Lambert)
K. Lambert is working with S. Williams to identify appropriate activities for faculty members in the Department of Government and Criminal Justice and Department of Modern Languages for the implementation of the Faculty Summer Immersion Program this summer.
Responsible Party: Kevin Lambert
6. Topic: OP 10.05: Student Withdrawal from Classes (Nancy Allen)
In response to a request from the members to review policy about withdrawing from a course or from the university after the published guideline, C. Weeaks and N. Allen provided possible statements for inclusion in OP 10.05: Student Withdrawal from Classes. The members identified the following statement for inclusion in the OP:
After the published withdrawal deadline, a student may petition for withdrawal from a course or from the University only for urgent, nonacademic reasons.
Supporting documentation is required.
G. Blount noted a contradiction resulting from the recommended statement. N. Allen will revise as appropriate.
Responsible Party: N. Allen

New Business

7. Topic: New Faculty Orientation/College Meetings (Nancy Allen)
To allow sufficient time for HR to “onboard” new faculty, the Council agreed to move this component of the New Faculty Orientation to Friday morning. To do so, the members agreed not to schedule their respective college meetings, if they were to be held on Friday, until after 10:30 am.
Responsible Party: N/A, Informational

Round Table

Brian May

- B. May thanked the members for their attendance in support of the graduate banquet.

Adjournment