

Academic Deans Council
July 22, 2010
Provost's Office
Minutes

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

Minutes

1. Approval of Minutes
Minutes of July 15 meeting were approved unanimously.
Responsible Party: N. Allen

Agenda

2. Approval of Agenda for July 22, 2010
The agenda was approved unanimously.

Guest

3. Topic: Student Evaluations/HB 2504 and IDEA Summaries Raw/Adjusted Data – Sarah Logan
S. Logan reported that HB 2504 requires submission of a plan by August 2010 for online posting of faculty evaluations. She has designed a simplified version of reporting IDEA information. Additionally, members approved S. Logan's recommendation that either raw or adjusted scores be used, depending on which better benefits the faculty member, in reporting scores on the IDEA summary form faculty submit in tenure/promotion portfolios. Because six weeks are required to provide summaries for any significant number of faculty members, a deadline will be provided for faculty.
Responsible Party: S. Logan

Old Business

4. Topic: CUPA Update – Tony Blose
The most recent CUPA data has been reviewed and corrected where appropriate. The next meeting to discuss the data is scheduled for mid-August.
Responsible Party: N/A, Informational
5. Topic: Program Review/Prioritization – Tony Blose
T. Blose distributed additional handouts based on *Prioritizing Academic Programs and Service*, rvsd. The materials provide a review overview, criteria that facilitate meaningful prioritization, and other relevant information to consider in planning a review.
Responsible Party: N/A, Informational
6. Topic: QEP – Tony Blose
D. Carter urges the deans to encourage department heads and deans to support upcoming QEP activities. Planning efforts are underway.
Responsible Party: Deans

7. Topic: Course Assessment – Tony Blose
T. Blose emphasized the importance of establishing learning outcomes for all courses as well as identification of methods to assess the outcomes.
Responsible Party: N/A, Informational
8. Topic: Collaboration with Student Affairs – Tony Blose
V. Valerio would like to partner with Academic Affairs in various areas. T. Blose is interested in pursuing mutual endeavors and will be engaged in ongoing discussions to identify such endeavors.
Responsible Party: N/A, Informational
9. Topic: Missing Properties – Tony Blose
T. Blose reported that J. Lennon has requested that departments improve efforts when identifying items for inventory because of the large number of missing properties. Because the inventory procedure requires departments to identify the location of all items, members requested information about those items identified as missing and the departments responsible.
Responsible Party: N/A, Informational
10. Topic: Hiring Designations: Consultant/Temporary Casual – Tony Blose
K. Neal has requested departments more appropriately identify individuals as temporary casual rather than as consultants. Because members are unaware of consultants being requested in their respective colleges, the members requested additional information about the number of consultants being identified by departments.
Responsible Party: N/A, Informational
11. Topic: Fall Course Enrollment – Nancy Allen
N. Allen distributed data electronically to deans and department heads providing current enrollments in fall courses. She requested the deans review the data and work with their respective department heads to address any issues prior to the upcoming SOAR session this Saturday.
Responsible Party: Deans, Department Heads
12. Topic: Vitae/Syllabi Submissions for HB 2504 Compliance – Nancy Allen
N. Allen reminded the members of the approaching deadline for faculty to post syllabi and vitae. Some corrections have been made to the list of courses to eliminate those that traditionally do not require a syllabus.
Responsible Party: N/A, Informational
13. Topic: Advising Fee Disbursal to Colleges – N. Allen
N. Allen requested that members who wished to take advantage of advising fees available to them submit requests to Chelsea Hejl as soon as possible for purchases or transfer of funds.
Responsible Party: Deans

Round Table

John Miazga

- Pearl of the Concho Writing Project was recently the subject of an article in the *Standard Times*. The information has been disseminated nationally.
- Scholarship efforts by local Kappa Delta Pi have been noted by the national chapter.

Kevin Lambert

- Members supported K. Lambert's recommendation that limitations be placed on faculty absence to participate in international recruiting trips.

Adjournment