

DEANS COUNCIL

Minutes

Wednesday, August 17, 2005

1:00-3:00

Provost's Conference Room

Attending: Bowers, Chordas, Edwards, Ginnetti, Herbert, Hirtzel, Kasvinsky, Khawaja, Kobulnicky, Licata

Guests: Pam Palumbo, George McCloud, Walt Ulbricht, Jean Engle, Tom Maraffa, Wendy Wolfgang

1. Announcements

Tom Maraffa addressed concerns related to the work stoppage.

Bob Herbert announced that Paul Kobulnicky will chair an aggressive search for Dean of Arts and Sciences. He also announced that Peter Kasvinsky will chair a committee to not only search for a Director of International Programs but also (using the same committee) better define the priorities and scope of International Studies and Programs.

2. Commencement – Pam Palumbo

Five hundred students are eligible to graduate, and about 350 have picked up caps and gowns. Concerns were raised about the availability of final diplomas and transcripts. Diplomas will be mailed; urgently-needed transcripts will be released; routine transcript requests will be processed when time permits.

The Beeghly College of Education will go first at this commencement, followed by the other colleges in continuing alphabetical order. Two doctoral students will participate in the ceremony. Deans Ginnetti and Licata will hood graduate candidates.

Pam distributed a list of marshals and asked that deans confirm the marshals' attendance (yes or no) by 11:00 Thursday, August 18. She also distributed a list of faculty scheduled to attend and asked that the deans verify their attendance.

George took this opportunity to distribute a draft of a letter relating to the ACE work stoppage for deans to send to their boards of advisors/visitors.

Walt distributed copies of an open letter published in the *Vindicator* and the *Tribune Chronicle*. The letter, signed by Cynthia Anderson, addressed the work stoppage and assured students and their families that essential services will be maintained.

3. Instructional Equipment Allocation (Discussion Postponed)

4. Alumni Magazine – Walt Ulbricht & Wendy Wolfgang

Wendy distributed the most recent alumni magazine and an outline of the layout for the next issue, half of which will be devoted to the Annual Report. In past years, the report was published separately and distributed by Development. Including it in the magazine will increase distribution of the report but reduce the space for other material in the magazine. The deans were very complimentary of the most recent magazine and thanked Wendy for her good work.

5. Undergraduate Catalog – George McCloud & Jean Engle

The discussion centered on the periodicity of the catalog and students' ease in interpreting the "catalog of entry" and the rules and curricula that govern them. The proposal is to produce a catalog once every two years, with a web-based supplement the second year of the cycle. A secondary question is when we might be able to go to a completely web-based product. The discussion raised several questions. George asked the deans to consider the matter, said that Jean would investigate how peer institutions approach it, and asked that we discuss it again later, so that a decision can be made by early October. The Academic Senate may need to be involved.

6. Academic Affairs Planning (Discussion Postponed)

7. Distance Learning Director/Coordinator

The North Central Association/Higher Learning Commission expects central coordination and adequate support of distance learning. Do we create a new, central position, or expand Sal Sanders's position? The Office of the CIO and the Office of the President have provided funding for a position. Concerns were raised that we not interfere with existing distance education mechanisms that are working well and that we define the position well. John Yemma will approach Sal Sanders to see if he is willing to expand his current role to provide coordination for the University as a whole (perhaps with $\frac{3}{4}$ reassigned time).

8. Chair Teaching Load

The Provost announced that we will not let chairs unilaterally restructure their teaching load, only to then add an additional course in the summer at overload rates. Dean Licata noted the need for more discussion of chairs' roles, teaching load, and compensation.

9. New Business (None)

10. Adjourn