

DEANS' COUNCIL

Wednesday, December 7, 2005

10:30-11:30 a.m.

Provost's Conference Room

Minutes

- **Attending:** Bowers, Edwards, Ginnetti, Herbert, Hirtzel, Kasvinsky, Khawaja, Kobulnicky, Licata, Yemma
- **Guests:** Amanda Mielke, Bill Jenkins, Pam Palumbo

1. Announcements

- Edwards: The Dana School of Music will sponsor Carols and Cocoa (7:00 p.m.) and Handel's *Messiah* (8:00 p.m.) at Stambaugh Auditorium on December 7.
- Hirtzel: The College of Engineering and Technology recently signed articulation agreements with Jefferson Community College and Belmont Technical College. The College will deliver courses in the Electric Utility Technology-Power Plant option to JCC and BTC.
- Kasvinsky distributed a list of students who received Undergraduate Research Scholarships. There will be a new round of awards in the spring.

2. Curriculum Sheets – Amanda Mielke (Student Government)

To help students keep track of program, general education, and other graduation requirements (e.g., the number of hours required for graduation), Student Government wants all departments to give students curriculum sheets that correspond to the DARS degree-audit format and that include a place for students to record grades for each course. (The degree-audit format tracks general education [domain and intensives], program, and other graduation requirements). Some curriculum sheets already provide these features and thus don't need to be revised.

Curriculum sheets that include program requirements but don't include general education domain and intensive requirements and other graduation requirements need to be revised. Students also want sheets to suggest when and in what order courses should be taken.

3. Commencement – Pam Palumbo

Commencement is scheduled for 2:00 p.m. on December 18. Deans will receive information about a brunch for the platform party, to take place at noon in Kilcawley Center. An ROTC flag ceremony will precede the commencement procession. We will have 8 doctoral graduates on December 18—the highest number since the program began. Ginnetti and Hirtzel will hood

graduates.

We need to get people through the line more efficiently than in the past; Pam Palumbo says marshals will be well-trained.

Note a different procedure this time: Deans should return to their seats (rather than returning to the microphone) after students go through the line; the reader, rather than the deans, will offer oral congratulations after each college's students have walked across the stage.

The reception will take place in Kilcawley Center after the ceremony. No diplomas will be handed out on December 18. Students may pick up diplomas in the Jones Hall Records Office Tuesday, January 3, through Friday, January 20. Diplomas that aren't picked up will be mailed.

The student speaker will be from Fine and Performing Arts. In the spring, we will need two student speakers (one undergraduate, one graduate) since there will be two ceremonies. The spring student speakers will be from Health and Human Services. Joe Edwards reminded the deans that Dan O'Neill is happy to coach student speakers.

4. Search Committee (Retiring Faculty) – Joe Edwards

Should/May a retiring faculty member serve on the search committee to find his or her replacement? By consensus, the deans agreed that such decisions should be made on a case-by-case basis; they should not be dictated in a blanket policy or in governance documents. We need to be mindful that full-time tenured members of the faculty retain all rights and privileges pertaining to their status until the day of their retirement.

5. ERIP Procedures

Dr. Herbert distributed notifications of intent-to-retain to respective deans. Refer anyone with questions about retirement or the ERIP process to HR. There was considerable discussion about the procedures and how they differ from what the ERIP Planning Committee in Academic Affairs had recommended. Dr. Herbert noted that department chairs and deans need to make professional judgments about whether vacated positions need to be revised. Given the budget situation, some positions may not be filled. The form for requesting replacements, selecting the timeframe for replacement, and/or noting that revisions need to be made should go from the chair to the dean to the provost. Ask for prompt posting of positions.

6. Registration

Deans were told to have chairs ask faculty to ask students to register for spring.

7. New Business—None

8. Adjourn