

DEANS COUNCIL MINUTES

WEDNESDAY, JANUARY 2, 2008

1:00 – 3:00 p.m.

President's Conference Room

Members Present: Abraham, Edwards, Furnish, Jalali, Kasvinsky, Khawaja, Licata, Singler, Ward, Yemma

1. Announcements

Dr. Khawaja wished everyone a happy New Year. He mentioned the unsettling news of the shooting of Dr. Sweet's home that police think may be University related, because there were no other incidents in the neighborhood.

2. Capital Instructional Equipment

Dr. Khawaja referred to the last Deans Council Meeting, where he expressed his hope that we could collaboratively address the most pressing needs that certain colleges might have for the Capital Instructional Equipment funds available (\$643,641). Marilyn Ward distributed a list (attached) of the Capital Instructional Equipment funds requested by the colleges, totaling \$1,455,466. Since the total requested was well over the budgeted amount, Dr. Khawaja asked council how they wished to proceed. He also asked the deans to contemplate whether any of these needs could be addressed by using course-generated fees. Marilyn Ward shared her working rough draft of the rollover course-generated fees from FY06 and FY07 for the deans to assess their college's financial picture. During the discussion, Dr. Khawaja affirmed that the course-generated fees should be supporting the appropriate majors. There was a question about classroom upgrades. [As a followup, Dr. Singler inquired and said that Mike Hrishenko told him that 10 classrooms were scheduled to be upgraded—5 in Williamson and 5 in Moser—but were delayed because of the bidding process. The upgrades should be completed by the end of the Spring semester.]

Because of the critical needs within each college, each of the deans agreed to make cuts to their equipment needs list to recognize that STEM needs help. [Please see the attachment detailing the approved allocations.] It may be possible for STEM to augment its share of funds by borrowing against its future years' estimated funds. The loan could be paid back over a 3-year period. Dr. Khawaja said that each year there is approximately a \$1M rollover of course-generated fee funds, so that is one source where the money may come from.

Dr. Khawaja stated that recent visiting accreditation teams have indicated that our library was lacking in abstracts/publications. We will try to give money to augment the book collection. Money has been allotted to the library in the past.

Marilyn said to refer to the capital equipment spending guidelines when purchasing equipment. The item must cost \$100 or more. As a reminder, if you are buying computers and you receive an itemized bill that shows the 'maintenance' fee broken out separately, the state will not pay for that fee.

A discussion followed about computers--the leasing, bulk buying, or requirement that students bring a computer upon entrance to college. Dr. Khawaja noted that last year approximately 160 computers in the College of Arts and Sciences were replaced, and they included some of the departments that are now in the College of STEM. Dr. Yemma's college utilizes a portable cart holding 25 laptop computers. Most classrooms are wireless. Downloading is blocked, and last year, Academic Affairs required laptops to have PhoneHome software that enables the tracking of stolen laptops.

3. New Business

Dr. Licata spoke to Deans Council as the team leader of communications for Banner. She stated that the March 2008 commencement of Summer semester registration in Banner is approaching. Jeanne Herman, Associate Registrar, will need to meet with the chairs and deans for a complete overview and training on Banner. Everything in Banner will be online, such as course rosters and entering of grades online by faculty. A special meeting will be held during January. A short discussion of the Banner system followed.

Marilyn Ward will e-mail the deans the FY09 Course Fee Change Request form [more appropriately entitled FY09 Lab/Materials Fee Change Request form] and asked that the forms be submitted to the Office of the Provost by 2-8-08 [extended from 2-1-08]. There are two new levels of fees—\$20 and \$80—so that the course needs can be more closely aligned with the fees.

Dean Joseph Edwards updated Deans Council on the status of the provost search. The posting and the longer description have been sent to the search consultant, and the announcement will be posted this week. The search consultant, Betty Asher, Greenwood and Associates, Inc., will be on campus January 17, to meet with the University community to gather information about the type of candidate we are seeking for the Provost's position.

4. Adjourn

Minutes submitted by Debbie Withrow