

DEANS COUNCIL MINUTES

WEDNESDAY, MAY 5, 2010

1:00 p.m. – 3:30 p.m.

President's Conference Room

Members Present: Abraham, Bowers, DePoy, Furnish, Harmon, Kasvinsky, Khawaja, Kobulnicky Licata, Mistovich (guest), Mosca, Singler, Ward

1. Announcements

(Khawaja) The arbitrator's recent ruling regarding the ACE union's grievance has serious budget implications from 2 fiscal years past and the upcoming fiscal year. The funds to be paid will have a considerable effect on our budget, and combined with the upcoming ERIP, cannot be absorbed.

2. Master of Respiratory Care (J. Mosca and J. Mistovich)

Guests Drs. Mosca and Mistovich were welcomed, and Dr. Mistovich walked Deans Council through the PowerPoint on the Master of Respiratory Care. See the attachment for complete details of the presentation. Questions were asked by Deans Council members and answered satisfactorily. Dr. Khawaja thanked Dean Mosca and Chair Mistovich for the presentation.

3. Length of Term and Finals Week (C. Singler)

Dr. Singler passed out a draft document for discussion. The need for the document arose because of stories told to him by students and faculty relative to the current semester and what is going on in the classroom—for example, a 3-hour class is held once per week and after the 1st hour, the students are dismissed. The 2nd page of the attachment is the actual policy language from 1992 about final exam week and classroom responsibilities. Dr. Khawaja said that because of the turnover in faculty and chairs over the last several years, this important information has been lost and definitely needs to be reinforced again. Any deviations from what is expected by faculty in the classroom should be raised across the board at all times. Policies need to be repeated as often as possible regarding this matter. It is planned to reinforce classroom responsibilities by reinstating a directive from the Provost to the Academic Division. Students are paying for classroom time and must get their money's worth. When Deans know about a deviation from the norm, they should talk to the relevant chairs. If a part-time faculty member does not follow policy, it is easy not to rehire them. The Academic Affairs Guidebook Policies are being reviewed and updated, but the task will not be finished until next year. At an upcoming chairs meeting, the matter of classroom expectations will be discussed. Dr. Singler asked the deans to e-mail him their input regarding issues or language about the draft document.

4. University Guidebook Policies - Reviews (B. Bowers)

The Deans were sent a list of policies highlighted in yellow that are tentatively scheduled to be on the agenda of the upcoming Board of Trustees Committee meetings. The deans were asked that comments about the June policies be e-mailed by to Bege by this Friday (5-7-10). The Deans also

were urged to read over policies under other divisions that may pertain to matters under our purview. Changes to the Academic Senate policy will be delayed until the September meeting.

5. Old/New Business

Dr. Singler is missing a few reports regarding the Academic Strategic Plan Goals for submission to the Board. He will send e-mail reminders to the Deans.

Marilyn distributed an April 30 budget report for both operating and course fees. Last week, she also sent next year's allocations for TA's that mimic this year's budget.

Marilyn discussed Summer Term information—161 of 740 courses have no enrollment, and 31 courses have no instructors. Dr. Khawaja asked the deans to review the information and take action where needed.

Marilyn reminded the deans that Dr. Singler's deadline for Non-Teaching Duty forms, was April 23; and April 26 was the deadline for Certification of Overload forms. As of today, May 5, there are 7 departments that have none. Her goal each year is to give the Deans the maximum part-time faculty funds allocation, but she can't do this accurately without data. Until she knows released time allocated or has at least a ball-park idea, it is difficult to estimate with no data.

Marilyn Ward said that the workload reports are due to the Deans from the Chairs today (5-5-10).

Please always take note of the deadlines at bottom of the Deans Council Agenda—Marilyn can't reiterate enough the need to check deadlines.

6. Adjourn

Minutes submitted by Debbie Withrow