**MINUTES**

**March 18, 2014, 10:00-12:00**

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| **Present** | Alison Morrison-Shetlar, Richard Starnes, Brian Railsback, Dana Sally, Carol Burton, James Zhang, Robert Kehrberg, Darrell Parker, Susan Fouts, Lowell Davis |
| **Guests** | Brian Kloeppel for Mimi Fenton, Kim Winter for Dale Carpenter |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **Update from Executive Council**  **(Alison)** | Discussion took place regarding the format for relay of information from Executive Council to the Council of Deans. The Provost will provide a weekly summary.  Currently, focus has been on budget. Alison has introduced a section on the Executive Council agenda from Academic Affairs – three things to celebrate. Alison shares this information with Executive Council so they know what is going on and to keep a strong academic focus with our conversations.  Executive Council spends a great deal of time reviewing policies. There have been recent discussions regarding campus safety and access to buildings on the weekends (Policy 65) and issues of who is responsible for space and what that entails. Discussion ensued.  COD made the following requests:   * COD would like to have input on policies prior to final draft review; * Discretionary funds have been completely eliminated for the last three years. However, we have activities that need to be funded through discretionary or development funds. Can we revisit the possibility of renewing these funds? |
| **Budget Presentation**  **(Alison)** | The Provost requested feedback on budget hearing process and presentations. The deans were pleased with the presentation, statistics, etc. It was suggested there might be more of an opportunity to ask questions. Discussion ensued. Alison appreciates any feedback from the deans in how she can best represent Academic Affairs. |

**DISCUSSION**

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| **Tenure and Promotion Evaluations (Alison)** | We need feedback on the best way to get information to your faculty in moving towards a more formative evaluation. The provost would like the evaluative process to be more transparent and supportive. We are starting with the Department Heads’ Workshop – Brian Gastle has taken from our own documents, examples of feedback department heads have given to faculty annually. The participants will analyze it to make these documents more formative. Helping faculty to receive this feedback is the other side of this issue – it would be helpful for deans to have a workshop in their respective colleges conducting the same exercise. Some information is summative, but some is formative. What are your thoughts and concerns?  It was proposed we add post tenure review to this discussion as well. Timing of delivery of the feedback is critical as well.  Integrating summative and formative feedback is an art form that is difficult to master. Should this be within the same process or a separate process? Committees also need to understand what the language means – it can vary from college to college. This is a cultural change that will take a plan as well as time – this will take all the mystery out of the TPR process that is a win for all.  We would need to address this issue in both the written statement as well as the verbal delivery. Criticism is lack of documentation (which lead to legal issues), even if verbal concerns are shared. The Kimmel School has added a statement regarding what could be done to achieve continuous improvement. In the self-evaluation, candidates are asked to add what can be further improved. James will share his common template with COD through Anne.  COB is also working on this issue. It would be a huge step if there is consistency in the format. This would make it easier for the committee members to find what they are looking for but the challenge is that each department has its own process. Some colleges have accomplished this, others find it more difficult. The focus should be on tone, content and purpose to begin then to use a suggested template from the deans. It would be good to have a set of principles upon which to build.  We also need to develop a skill set for department heads as mentor, not just as manager – COB have two faculty in organizational leadership that would be interested in facilitating a workshop on this topic. The request for formative feedback is coming from the faculty. A&S has the greatest challenge with the most diverse group of departments. This is an institution-wide initiative. |
| **BOG Meeting and SAS Dashboard** | Anne will send out summative comments from the BOG meeting the COD attended. The Provost would like to send two deans to each BOG meeting in the future – how do we select (topic, availability)? Discussion ensued.  SAS Dashboard is a site that will likely grow in terms of institutional data, so GA will not have to continue to ask for at times, the same data. We also need a marketing tool – informational and marketing are different.  Alison is working to create a dashboard of information with the kind of information that deans and the Provost Office need. We send items out to you regularly but there is no place to capture this information collectively. Alison is working with OIPE on items for which she is looking. What do deans need to know? What helps you make the decisions you need to make with or without data? What kinds of information do you need? OIPE will create that dashboard for Academic Affairs. Please send these items to Anne by the end of March. |
| **Curriculum Changes impact on Degree Completion (Lowell)** | GA released an update to Fostering Student Success. They are concerned that colleges are not creating pathways to degree completion. GA wants us to look at program and graduation requirements and to have a path for students to pursue if they are not accepted into the program originally intended.  There also have been issues with the required program GPA for graduation – we need to catch these before students are 9-12 hours from graduation and it is clear they won’t meet the requirement. We will need to report this sort of information to GA annually. Lowell will meet with many of you to discuss this further.  Most institutions are moving toward programs to help them manage; soon it will be mandated. “Degree Works,” for example, is $125,000. This is part of curriculum – part of the fall out that result from the graduation requirement not being met. This program would assist us in planning our classes. GA wants us to move towards something like this, but how to we come up with the funds? The annual fee is between $10,000 and $20,000. We have “Grades First, but there has been a delay in rolling this out. Could this be a solution? This will be yet another request of faculty. Discussion ensued. |
| **CEAP Dean Candidate Interview** | The Council of Deans interviewed CEAP Dean Candidate, Dale Carpenter. |

**UPDATES**

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| **College of Arts and Sciences (Richard)** | We had over 200 students on campus for language awards. |
| **Honors College (Brian)** | The Undergraduate Expo reception is March 24th from 5:00-6:30 followed by a benefit concert. |
| **Graduate School and Research (Brian K.)** | The Graduate Research Symposium is March 27th. New this year is a three minute thesis competition with reception to follow. |
| **Hunter Library (Dana)** | The library is currently undergoing renovations on the first floor. |
| **Office of Student Success (Lowell)** | GA is hosting articulation agreement sessions with a deadline for campuses to submit 8-semester plans. If interested, we will pay for a van to go to one of the sites next week (Isothermal Community College in Spindale). |
| **College of Education and Allied Professions (Kim)** | Killian has some classrooms currently undergoing renovation. |
| **Kimmel School (James)** | We will host a sneak peak event at Biltmore Park on April 16th from 4:00-6:00pm. This will be an opportunity for you to see the progress of the Engineering Program location thus far. |
| **College of Fine and Performing Arts (Robert)** | CFPA’s silent auction is April 4th. This year we have added a live auction and already have over $10,000 in sponsors. |
| **College of Business (Darrell)** | An articulation agreement was signed last week with Isothermal Community College, 56 in one, using a model from Rowan-Cabarrus and Cleveland Community Colleges. |
| **Educational Outreach (Susan)** | We are close to making an offer for the position of Military Services Director. Steve Morse, faculty member in Hospitality and Tourism, is hosting the Tourism Conference at NCCAT in April – no space available. |
| **Office of the Provost (Alison)** | Please remember to share any student or faculty successes before 8am on Mondays to share with Executive Council. |