

Dean's Administrative Council

Minutes of Meeting

March 26, 2018 at 9:30 a.m.

Dean's Conference Room (3619)

Members Present: Dr. Andi Kent, Dean; Dr. Andre Green, Associate Dean; Dr. Tres Stefurak, Chair of Counseling and Instructional Sciences; Dr. John Kovaleski, Chair, Health, Kinesiology and Sports; Dr. Susan Santoli, Chair of Leadership and Teacher Education; Dr. Paige Vitulli, Interim Chair of Integrative Studies; Dr. Robert Thompson, Interim Chair of Hospitality and Tourism Management; Mr. Josh Wooden, Director of Academic Advising; Dr. Dennis Campbell, President of the College Faculty Council; Dr. Matt Binion, Director of Academic Assessments; Ms. Jennifer Simpson, Director of Field Services; and Ms. Aimee Meyers, Development Liaison

Dean Kent called the meeting to order at 9:30 a.m.

1. Information Update:

a. Faculty Searches:

Dr. Kovaleski informed the council that the Physical Education Pedagogy position has been re-posted and the search committee will begin to review new applications.

Dr. Stefurak informed the council that a candidate has been selected to move forward with the next step in the hiring process for the Education Media and Technology position.

Dr. Santoli informed the council that the Education Leadership position in LTE is posted as a "open rank" position. The search committee has completed several Skype interviews and has identified two candidates to bring in for on-campus interviews.

b. Staff Searches (AK): N/A

c. Website Design Project (TS):

Dr. Stefurak provided an update on the website design project. The committee is scheduled to meet in April to discuss consistency within the departments.

d. Student Awards (JW)

Mr. Wooden provide an update on the student awards event. He announced next year's event will be scaled down to cake and coffee and as a result will not limit the number of guest student can bring to the event.

2. Instructor Ranks (AK):

Dr. Kent informed the council that the university is considering 3 levels for the instructor positions instead of the current 2 levels. Dr. Kent requested the council's input and asked them to generate some potential titles for a tiered approach.

3. Faculty Unpaid Leave (AK):

Dr. Kent announced that if a faculty get to the point of requesting an unpaid leave, that would require Presidential approval. There is a process for requesting unpaid leave (when someone has used all university paid resources such as sick and vacation time) which must go through the chair to the dean first. Also if a faculty who is currently on a tenure track and request leave this will need to have the Provost approval. Information is in the faculty handbook for future reference.

4. Faculty Awards (AG):

Dr. Green informed the council that nominations are due this Friday, March 30, 2018. The committee will meet next week for review. The Honors and Awards reception will be held at the Faculty Club on Thursday, April 19th.

5. Faculty Council (DC):

Dr. Campbell informed the council that the faculty council met and set the date for the faculty assembly for April 25th. Dr. Campbell will send out information shortly. Topics of discussion at the faculty council meeting centered around Promotion & Tenure – (a list of top tier and second tier journals for junior faculty); and changes in tenure-track – (adding a tenure line for more teaching related position).

6. Office of Assessment Update (MB)

Dr. Binion provided an update of the Office of Assessment.

- There have been substantial changes in SACS requirements for assessments.
- Effective immediately, we will no longer be required to submit at the department level intended outcomes through Tracdat.
- Department chair evaluations went out last week and have been delivered back to the dean for review.
- Dr. Kent announced to the council it is imperative that Tracdat is finished this week from the past. Encourage faculty to complete Tracdat.

7. Development Update (AM): N/A

Ms. Meyers provided the council with an update and distributed a handout titled "CEPS Development Report FYTD2018 – October 1, 2017 through March 1, 2018. The Development Report summarizes the results of the CEPS' fundraising activities for fiscal year to-date 2018. Other items discussed were:

- Employee Giving Campaign – cards are due to the unit reps end of April.
- 50th Anniversary October Mail-out –we have received another gift. Also received 2 separate \$20,000 scholarships for undergraduate in HKS which will be matched.
- Alumni Reunion – scheduled 4/6/18

8. Graduate Studies Update (SS):

Dr. Santoli provided the council with an update and distributed a handout titled “2018 Applications as of 3/26/18”:

- **2018 Summer Applications as of 3/26/18 – 144**
 - In Progress -108
 - Received – 36
 - (Accepted – 3/committee Assignment for review – 19)

- 2017 Summer Applications as of 3/26/7 – 135
 - Accepted – 21
 - In dept for review – 12

- **2018 Fall Applications as of 3/26/18 – 146**
 - In Progress -101
 - Received – 45
 - (Accepted – 3/committee Assignment for review – 36)

- 2017 Fall Applications as of 3/26/7 – 72
 - Accepted – 8
 - In dept for review – 8

Dr. Kent announced that she is ordering table top banners for recruiting. We can get a discount if orders are combined. She asked the chairs to encourage faculty to recruit for graduate degrees.

9. Advising Center/Student Services Update (JW):

Mr. Wooden informed the council that they have sent out invitations for the Google Drive for the CIEP programs.

10. Summer Contracts (AG):

Dr. Green provided an update for the summer contracts. Should have more information out by the end of week.

11. USA Publication Services:

Dr. Kent informed the council that under the new office of Publications we are under obligation to let them give us a bid for anything we need printed. If we feel the bid is too high we can get an outside bid and bring it back to Publications to see if they will match it. If they match their price we must use them. If they will not match the price we will need to bring it to Dr. Kent and she will seek approval or further negotiations.

12. Other:

The next scheduled meeting is **Monday, April 23 2018 at 9:30 a.m.**