

**Deans' Council Meeting
Tuesday, February 3, 2004
MINUTES**

Present: Tom Oldfield, Dave Nicol, Robbie Teahen, Jacque Hooper, Ian Mathison, Bill Potter, Michelle Johnston, Chuck Matrosic, Matt Klein, Richard Cochran, Kevin Alexander, Don Green, Laurie Chesley

Special Guests: Warren Hills, Mike McKay, John Thorp

Handouts: Agenda
American Democracy Project
American Democracy Project – Civic Engagement Pre-Audit
Equity in the Classroom Conference Brochure
Fall Semester Course Drops After Early Registration

1, Special Guests: Warren Hills, Mike McKay

Warren Hills introduced Mike McKay, the new Employee Safety Coordinator. Mike will be working out of HR on issues of employee safety and training

2. American Democracy Project

John Thorp, Campus Coordinator for the American Democracy Project, distributed material and updated the deans on the Academic Affairs Division project. He also distributed a book entitled, "Educating Citizens". More copies are available by contacting John. Deans were asked to encourage their faculty to participate in the project. John reviewed current members of the audit team and asked deans for suggested members. The audit is being conducted this semester. John is planning to meet individually with the deans in the near future for additional ideas and suggested staff/faculty to be involved in the Project. Electronic versions of the handouts will be sent to the deans.

John Thorp also distributed the Equity in the Classroom Conference brochure. An electronic version will be sent to the deans for further dissemination to their faculty.

3. Budget

The deans were reminded of the planning presentations this week. There will be no PowerPoint used in the presentations. It was noted that the IT presentation will be held at 2:30 on Thursday, February 5.

Tom Oldfield noted no new updates on the budget. Budget meetings will be set up soon with each dean and Tom to assess this year's budget. He asked the deans for suggestions on how to track the savings realized from administrators' teaching.

4. Fall Semester Course Drops

Date on the fall semester course drops after early registration was distributed. The data was collected to see if there was a reduction as part of the shrinking of the window for drops.

5. Other

The Academic Affairs Division will again support the nominations for the Professor of the Year award. Please submit your nominations to Mindy no later than February 20.

Don Green announced that Tracy Powers is now assistant dean.

Bill Potter noted a Michigan Department of Career Development award for non-traditional students. The deadline is February 15 – additional information is on their website.