

Deans' Council
Tuesday, April 30, 2002

Present: Barbara Chapman, Al Uniacke, Chuck Matrosic, Kevin Alexander, Matt Klein, Dick Hawkins, Rod Larson, Greg Frazer, Bill Potter, Deb Thalner, Laurie Chesley, Tom Oldfield, Richard Cochran. Don Green

Handouts: Agenda
DRAFT Academic Plan 4/29/02

1. Academic Plan

A draft copy of the final DRAFT Academic Plan was distributed. It will be shared with the Senate today and comments will be asked to be returned to VPAA no later than May 13. Noted that performance indicators are not attached to this draft. They're available on the website right now and will be attached to the final document.

2. Summer University Plans

Half schedule for a.m. and half in p.m. Division Day – PTR evaluators should attend a session in the morning on Wednesday. Speaker has been identified re: interpersonal relationships/issues with a single session in the morning and again in the afternoon.

3. Post Tenure Review

Reports of the two task forces are available on the website and copies have been forwarded to the Academic Senate for their comment. Will be asking to add it to the Senate Retreat agenda in August. Those scheduled for review next year will be done under the current policy.

4. Search Updates

COEHS Dean – Michelle Johnston has accepted and will begin June 24, 2002.
UCEL Dean – Posted and receiving applications. Projecting 1-2 interviews next week.
CTLFD Director – Advertised again. Hoping for interviews in June.
CTLFD Instructional Technologist - Initially called WEB CT system administrator, but duties originally assigned to the position have been assigned elsewhere. Randy Vance, Anne Kelley and LC will be reviewing applications as they come in.
Director of Grants – verbal acceptance from a candidate awaiting for written acceptance.

5. Efficiency Reports

The President has again asked for operational efficiency reports. Instructions will be sent out via e-mail this afternoon. Due May 24, 2002.

6. Status of Pre-Requisites Verification

List of all courses and pre-requisites were sent out two weeks ago and asked them to start reviewing. Note any proposed changes on the document, which will then be taken en masse to UCC next fall. Direct questions to either Tom Oldfield or Jo Gerst.

7. Final Exam Week Schedule

Reminder that faculty are to hold exams as outlined in the schedule book, but the dean can approve a different schedule. Please use caution when approving exceptions.

8. Articulation Office

Community College and Career Tech Center articulation had reported to Tom Oldfield. Reviewed what the office function was and how much duplication was going on between our office and Admissions. After discussions with Craig Westman, etc., Carol Quigley will begin reporting to Cathryn Claerhout in Admissions. Working on updating web page to make NOI and other forms electronic. Tech Prep will still have oversight by Tom.

9. General Education

Graduation audit – random sample of gen ed. requirements. Mary Murnik conducted a random audit and this year's shows a slight improvement. Distributed info.

Senate was concerned about REG course list. Issue raised on who oversees gen ed with Senate wanting oversight, and after high level discussions, oversight will remain in AA. Procedures will be clarified and communicated.

10. Budget

Reviewing next year's budget. Including one-time dollar needs and equipment lists. Change next year the "loan" to AA has been forgiven. Salary savings will be continued to be kept centrally.

Equipment lists have been reviewed and compared against Perkins funds available. Looked at core indicator success and how many students are being served. Non-perkin funds request will be funded at the top priority up front. Others will be funded in a Phase 2 probably in October. Phase 2 \$300,000 will be divided in each college into base S & E. Still reviewing details. Will be meeting with each of the deans and discussing budget. Part-time faculty pay rates.

Performance Appraisals/Evaluations

Per Warren Hills, staff performance appraisals. E-mail reminder will be sent out tomorrow. Forms and process are on the HR website. Due end of May to HR. Deans evaluations will be done by the end of June.

Summer Planning Retreat
June 27 – ATC

Development of online courses and compensation for those was discussed.

Reminder of George Wales retirement reception from 2-4 pm today.

FLITE – Student satisfaction survey – high remarks. Will be open on Commencement Saturday. Next fall will open at 7:30 a.m.

130 applications for Chief Technology Officer being reviewed.

Send student satisfaction surveys to deans.

New business plan and consultant hired to give a report in the non-credit side.

Distance learning reviewing programs/courses that should be part of distance learning.