

Deans' Council
Tuesday, June 18, 2002

MINUTES

Present: Bill Potter, Greg Frazer, Kevin Alexander, Richard Cochran, Dave Nicol, Barbara Chapman, Tom Oldfield, Laurie Chesley, Cheryl Cluchey, Steve Durst, Chuck Matrosic, Roxanne Cullen

Handouts: Agenda
Tech Tips

Vice President Chapman announced that Roxanne Cullen will serve as Interim Associate Dean in the College of Arts and Sciences while continuing her full-time department head duties.

Search Updates

CTL&FD – Laurie Chesley reported that phone interviews with five candidates will be conducted in the next several weeks.

Dean, Allied Health Sciences – Tom Oldfield noted that the search committee has received 17 applications so far. The committee will be meeting tomorrow to make the first cut and it's anticipated that phone interviews will be conducted within the next few weeks and on-campus interviews scheduled for mid-July.

Year End Budget Clean-Up

Tom Oldfield reminded deans to make sure all soft encumbrances and any budget deficits are cleaned up by the deadline set by Accounting.

Hiring Packets/HAF Approved Salary Range

Deans were reminded that if a hiring packet is submitted with a salary above the approved HAF salary range, it should be indicated on the hiring packet and justification for the higher salary should be included, as well as a funding source. The funding source cannot be salary savings from one of the college's positions, since all salary savings are pooled in the VP's office. Deans can request salary augmentation from the VPAA central pool, however.

Deans were also reminded that if they do recommend a salary higher than the approved salary range, and if the VPAA supports the request, the approval process will be slowed down while the VPAA requests approval from the President on the higher salary.

Fall Retreat – Recommendations for Agenda Items

Deans were asked to submit suggested agenda items for the Fall Deans' Council Retreat. Please forward agenda items to Dr. Chapman. Some suggested agenda items include:

- Identification of Academic Affairs Priorities
- Contract Issues

The Fall Deans' Council Retreat will be held on Tuesday, September 10 from 8:00 am to 4:30 p.m. and Wednesday, September 11 from 8:00 am to 12 noon. Deans were asked to hold these dates on their calendars.

WebCT Update

Laurie Chesley updated deans on the search for an instructional technologist. Six candidates have been identified for phone interviews with four being invited for on-campus interviews. She noted that Bill Knapp will be assisting with the transition.

She indicated that the WebCT Training group is developing a written document on whom to call with WebCT issues. The document will be done this summer.

She also reported that a conference call is scheduled with EduPrise in the next several weeks on progress to date. She asked deans to forward information to her on good and/or bad experiences with EduPrise.

Majors vs. Programs/Degrees

Tom Oldfield asked the deans their opinion on whether FSU programs should be marketed as majors vs. programs/degrees. After discussion, it was the consensus to use "majors".

Internships, Co-ops, etc.

Tom Oldfield asked deans to forward a list of their college programs that offer an internship or co-op experience, along with a contact person. The information will be used by University Advancement and Marketing as they make development calls on businesses and industry. After discussion, it was suggested that Cory Duckworth attend a future Deans' Council meeting to discuss the issue further.

Pre- and Co-Requisites

Tom Oldfield noted that SIS screen 1D4 will include only pre-and co-requisites for a specific class. However, screen 129 can include notes for additional requirements, but will be difficult to enforce.

Other

- Summer Deans' Council meetings schedule will be:

June 25, 2002 – Deans' Council – FLITE 304

July 2, 2002 – NO Deans' Council

July 9, 2002 – HOLD for Deans' Council (depending on agenda items)

July 16, 2002 – HOLD for Deans' Council (depending on agenda items)

July 23, 2002 – HOLD for Deans' Council (depending on agenda items)

July 30, 2002 – NO Deans' Council

August 6, 2002 – HOLD for Deans' Council (depending on agenda items)

- Dr. Chapman noted that Laurie Chesley will take over the responsibility of intellectual property rights.
- Deans expressed comments over the evaluation form used this year. Dr. Chapman urged deans to send their comments to Warren Hills in HR.
- The following items were approved at the June 12 Academic Affairs/Student Affairs Committee meeting and will be forwarded to the full Board for approval at the July 12 meeting:
 - o 15-hour residency requirement for AAS
 - o Transfer of grades of C or better
 - o Rolling three-year appointments for deans and department heads