

**Deans' Council**  
**Tuesday, September 4, 2001**  
**8:30-10:00 a.m.**  
**MINUTES**

Present: Barbara Chapman, Kevin Alexander, Al Uniacke, Laurie Chesley, Nancy Cooley, Richard Cochran, Sue Hammersmith, Ian Mathison, Bill Potter, Greg Frazer, Ken Kuk, Dave Nicol, Tom Oldfield, Bruce Forintos

Special Guest: Cory Duckworth

Handouts: Agenda  
Ferris Foundation Board Directory  
Academic Affairs Policy Letter 99:2 – “Management and Use of University Instructional Spaces”  
Academic Affairs/Student Affairs Committee Agenda - September 19, 2001  
Finance Committee Agenda - September 19, 2001  
Joint Committee on Student Assessment of Instruction dated August 6, 1999

**1. Special Guest – Cory Duckworth**

Cory Duckworth thanked the deans for their support of University Marketing and Advancement. He noted that an offer has been extended for the position of Assistant Dean for Advancement in the College of Technology. He anticipates beginning the search for the College of Arts and Sciences Assistant Dean for Advancement soon, once the second round of planning initiatives are approved.

Vice President Duckworth distributed copies of the Ferris Foundation Board directory and noted that the Board asked him to meet with the deans and extend an invitation to them to make nominations for Board members. The Foundation Board also extends an open invitation to the Deans to attend the Board meetings as much as their schedule allows.

The Deans were reminded of the following upcoming events: Wheeler Pavilion dedication - September 8 beginning at 4:30 p.m.; Ferris Foundation Benefit Dinner - November 9 - Laurie Chesley is the Academic Affairs representative for tickets.

**2. Lana Ford**

Dr. Chapman announced that Lana Ford has submitted her resignation from FSU to become the National Training Director for Project Lead the Way. Lana's last day on campus will be September 14. Dr. Chapman and Tom Oldfield will be discussing plans for articulation.

### **3. Academic Affairs Policy Letter 99:2 – “Management and Use of University Instructional Spaces”**

Tom Oldfield reminded Deans of the Academic Affairs Policy Letter 99:2 - "Management and Use of University Instructional Spaces" and its processes. He asked them to especially note that instructional space assignments or changes made after the initial class schedule must be cleared through the Office of the Registrar. He also noted that any alteration to an instructional space affecting seating capacity or general function must be approved by the Vice President for Academic Affairs prior to the alteration. It was pointed out that there are problems with student groups using classrooms for their meetings. Tom will schedule a meeting of the pertinent offices to discuss. Sue Hammersmith will attend as a representative of Deans' Council.

### **4. Board of Trustees Committee Agenda**

Dr. Chapman distributed copies of the agendas for the Academic Affairs/Student Affairs and Finance Committee meetings and reviewed them.

### **5. Senate Update**

Dr. Chapman reviewed information she will be sharing with the Academic Senate meeting today. She will be reminding them that she has agreed with their Post Tenure Review (PTR) recommendation that all faculty have the opportunity to appeal their evaluation to the VPAA. She will also inform them that she will not support their recommendation to implement a Master of Arts in Interdisciplinary Humanities.

### **6. Student Assessment of Instruction – Process/Procedures**

The Student Assessment of Instruction (SAI) Task Force members are: Laurie Chesley (chair), Dave Nicol, John Thorpe, Kristen Salomonsen, John Kane, Bill Papo, Donna Smith and Ed Cory. Dr. Chapman distributed copies of the Joint Committee on SAI Final Report dated August 6, 1999, as well as a copy of the current SAI instrument. Deans expressed the following concerns:

- Written comments – who sees them, what's done with them. It was noted that the comments could assist with showing trends in a teaching style, etc., more so than the numbered items
- "To the Student Comment" on bottom of the SAI instrument. – what does this mean in light of the fact that the instrument is used as part of Post Tenure Review.
- Questions on communication should be included on the instrument
- Only items 22 & 23 are valid for evaluative assessment instruments – needs to be stressed to faculty.
- Appropriate use of results - develop description on how to use or interpret the data.
- Discussed electronic version – anonymity, ease of administering, etc.
- Are two courses representative of the total scope of the faculty member's load - an issue arose when a faculty member from one college taught students in another college but the course wasn't assessed.

## **7. Other**

Richard Cochran thanked the deans for sending their secretary to the Records Retention Committee meeting last week. The University is required to register a retention schedule with the State, and work is underway. The Records Retention Committee will be meeting with the deans' secretaries again at the end of the month.

Dean Mathison noted that a visiting professor from France will be at the College of Pharmacy over the next few days.

Dean Cooley announced that the College of Education and Human Services will be hosting a site visit next week as part of the Malcolm Baldrige award process.