

**Deans' Council**  
**Tuesday, November 21, 2000**  
**8:30 – 10:00 a.m.**

**MINUTES**

Present: Barbara Chapman, Doug Haneline, Al Uniacke, Jim Maas, Nancy Cooley, George Waldheim, Bob Marsh, Ian Mathison, Greg Frazer, Richard Cochran, Sue Hammersmith, Bill Potter, Tom Oldfield, Kevin Alexander, Bruce Forintos

Handouts: Agenda  
Assistant Vice President for Academic Affairs Posting  
New Space Allocation Memo (November 20, 2000)  
CONFIDENTIAL DRAFT - Framework for Prioritizing Academic Affairs  
Unit Action Plans

Dr. Chapman wished everyone a happy Thanksgiving.

George Waldheim introduced Bob Marsh, director of the Elastomer Center, who will be serving as interim associate dean until a search for the position is completed.

**1. Informational Items**

- Dr. Chapman distributed a copy of the posting for the Assistant Vice President for Academic Affairs. A national search will be conducted, but will not preclude anyone on campus from applying. Information regarding the position will be included in the next Academic Affairs newsletter. Tom Oldfield will chair the search committee and Bill Potter, Mary Murnik and Vince King will serve as members. Deans were encouraged to send nominations to Tom Oldfield.
- Dr. Chapman noted that she will be appointing a focus group on data access, analysis and modeling. After discussion with Vice Presidents Rick Duffett and Dan Burcham, she has drafted the following charge:
  - ❖ Identify data, data access ability, and data analysis capabilities that are essential for program and resource planning and management.
  - ❖ Provide specific examples of unmet data access and analysis needs in areas such as student enrollment data, student characteristics, staffing, resource allocation, and budget information and tracking.
  - ❖ Identify needs for modeling the impact of potential or projected changes in enrollments, programs, and resources.
  - ❖ Identify strengths and weaknesses of current FSU data systems relative to data and data analysis needs.

Information gathered from the focus group will then be used to develop a plan to maximize data access and analysis capacity of current systems and/or to implement new software systems.

Proposed focus group members include: Rick Christner, Craig Westman, Kristen Salomonson, Kathy Fisher, Mitzi Day, Nancy Cooley, Sue Hammersmith, Gina

Knight and Tom Oldfield (chair). It was suggested that Ken Kuk be added as a member.

- Dr. Chapman noted that a Continuous Improvement Team is being named to develop improved procedures/policies to address ambiguity and inefficiencies for payment of employees for additional work/services as stipends or by interdepartmental requisitions. There are many problems with the current process related to withholding taxes, communication between units/supervisors, paperwork completed after the fact, etc. The Finance Office will convene the group that will include Ed Dorman, Beth Johansen, Gina Knight, Mindy Britton, Adam Wetherell, and Bonnie DePew.
- Plans are underway for a FSU team to visit the Hogeschool in Deventer, Netherlands. Deventer representatives visited the FSU campus several weeks ago and were mainly interested in Restaurant/Food Industry Management, but after discussion, there are some other potential areas for collaboration in allied health, international business and education. Paul Landen is putting together a group to visit Deventer in January. The group will include visual communication and international business faculty members, Dean Greg Frazer from Allied Health Sciences, and Michelle Johnston from the College of Education and Human Services.
- Dr. Chapman suggested that deans remind their staff that a conflict of interest questionnaire must be completed by deans, directors and department heads as noted in Business Policy Letter 2000:20
- A copy of the November 20, 2000 memo on New Space Allocation was distributed and reviewed. New Space Allocation forms are due to the VPAA by December 15.

## **2. Discussion/Input on VPAA Prioritization of Planning Idea Templates Submitted by Academic Affairs Units**

A Confidential Discussion Draft Framework for Prioritizing Academic Affairs Unit Action Plans was distributed. Dr. Chapman requested that the document NOT be shared with others at this point. She indicated that she would need to establish categories and tag each template for funding as suggested in the discussion draft. After discussion of priorities, student enrollment and external resources emerged as top priorities. Deans were reminded that only \$250,000 in new money is available. Dr. Chapman also suggested that another way to prioritize is to focus on one or two units rather than applying some funding over all units. The deans suggested they team together and make external resources top priority for the Division.

Dr. Chapman reminded deans that changes on three-year plans or planning templates can be made before December 1. Deans were also asked to identify resource requirements in the dean's comment section if possible.

### **3. Other**

Sue Hammersmith announced that the University Curriculum Committee approved the BA degrees in English, history and sociology. She will forward copies of the abbreviated degree information to the deans.

Richard Cochran noted that a pre-bid meeting on the library move was held last week. The move is scheduled for March 2-11. Moving bids will be opened December 4.

The College of Business dean search continues. John Emery visited campus a week ago and John Helmuth visited this past Saturday. Tom Oldfield, John Vermeer and Barbara Chapman will be visiting John Emery's home campus on December 4. A similar visit may be planned for John Helmuth's home campus, too. Dr. Chapman hopes to finalize the search before the holidays.