

Deans' Council  
Tuesday, August 15, 2000

## MINUTES

Present: Barbara Chapman, Tom Oldfield, Greg Frazer, Bill Potter, Ian Mathison, Michelle Johnston, Jim Maas, George Waldheim, Al Uniacke, Matt Klein, Doug Haneline, Kevin Alexander

Special Guests: Jerena Keys, Craig Westman, Vickie Deur

Handouts: Agenda  
Campus Pipeline agenda  
"What is Campus Pipeline?"  
Customizing Campus Pipeline Content  
University College handout  
Incentive Payouts 1999-2000 for UCEL and FSU-GR  
Nomination Form - FSU Honorary Doctorate

Dr. Chapman welcomed Greg Frazer, Dean of the College of Allied Health Sciences.

### **1. Campus Pipeline**

Jerena Keys, Director of Customer Support; Craig Westman, Associate Dean for Enrollment Services; and Vickie Deur, Expert Application Program Manager, gave a demonstration on the proposed Campus Pipeline, a technology platform that links student information systems on campus with the internet. The program is in the pilot stage right now, with plans to have the system up and running by August 28. A "grand opening" of sorts will be held in October. Jerena Keys indicated that an advisory committee and a content team would be formed to assist in customizing the web pages to FSU. The program will allow faculty to e-mail students in their classes via distribution lists, as well as provide a chat room for students in various classes. It was noted that the colleges of Pharmacy and Optometry would require sending messages by grade level, rather than by individual classes. Jerena encouraged the deans to use the demo and provide input to her.

### **2. University College Open House**

Dean Potter announced that University College will be holding an open house luncheon on Monday, August 21, from 12 noon to 2 p.m. Staff from the Admissions Office, deans' offices, No Wrong Door, etc., have been invited in an effort to acquaint everyone with various changes within University College. RSVP to Nina Davis by noon today.

### **3. Kick-Off Week Schedule**

Dr. Chapman asked deans to urge their faculty and staff to participate in the Kick-Off Week activities, especially Monday morning. She asked them to also encourage their new faculty to participate in new faculty orientation.

Enrollment appears to be up for this fall semester. Dr. Chapman noted that the College of Arts and Sciences has developed a contingency plan to assist with opening new class sections and finding faculty to teach those sections.

### **4. Student Wages**

Tom Oldfield reminded Deans' Council that the colleges received an increased in student wage allocation to accommodate the increase in student hourly rate. He noted that there's an additional \$50,000 to be allocated. Deans can submit requests along with rationale to Tom by Friday, August 18.

### **5. Request for Updated Academic Equipment Priorities**

Deans should have received a list of academic equipment priorities. Tom asked them to review the list, remove those items already purchased, add new equipment to the list as needed, etc. Equipment priority is based on instructional use. The list is due to Tom by August 25.

### **6. Incentive Dollars**

A list of incentive payouts for 1999-00 from UCEL and FSU-GR was distributed. The info has been sent to those deans who have off-campus classes. Dr. Chapman reminded deans that 60% of the net proceeds is returned to the departments and 20% returned to the deans. The department incentive should be used for "extras" and is not to be considered by the deans as part of the base budget. Dr. Chapman encouraged the deans to review expenditures of these funds with department heads/chairs.

### **7. Post Tenure Review**

Student Assessment of Instruction (SAI) – questions were raised on who determines if an SAI will be administered for off-campus courses. The "Process for Student Assessment of Instruction" states that "the section(s) will be selected at the discretion of the supervisor after consultation with the faculty member." Therefore, if UCEL or FSU-GR would like to conduct an SAI for an off-campus course taught by a full-time, tenure-track faculty member, they must make a request to the faculty member's supervisor prior to conducting the assessment. They may continue to conduct SAIs of one-year temporary and adjunct faculty at their discretion. Cheryl Cluchey indicated that all adjuncts are being assessed each semester.

Schedule – all faculty scheduled for post tenure review were to have been notified last May. Portfolios are due December 1 to the evaluator. Evaluators are administrators

(dept. heads or asst./assoc. dean or dean). Doug Haneline is developing a post tenure review manual which will be available soon.

Training – Dr. Chapman would like to offer another post tenure review training session this year. More info will be coming.

#### **8. Nominations for Honorary Degree Recipients for May 2001**

A nomination form was distributed. The form will be sent out electronically for distribution to departments.

#### **9. Deans' Council Retreat**

The Deans' Council Retreat will be held September 12 and 14 in the West Campus Community Center. The agenda is being developed. The major theme will include the planning process and developing a draft of the Academic Affairs Division's planning priorities for '02, as well as reviewing priorities through '04. Al Uniacke will send out the agenda and homework assignments yet this week.

#### **10. Faculty Recruitment**

Louise Yowitz prepared a summary of the faculty recruitment discussion from the last Deans' Council meeting. The deans were asked to review this summary.

#### **11. Updates from Doug Haneline**

The Bachelor in Integrative Studies and Assessment of Prior Learning will start this fall.

Doug Haneline and Lana Ford are the Academic Affairs ticket salesmen for the Ferris Foundation dinner dance. More information will follow.

#### **12. Catalog**

The catalog will be sent to the printer shortly and plans are underway to update the web version.

#### **13. NCA Self-Study**

Tom Oldfield indicated that first draft of the NCA self-study has been finalized. The draft will be sent out to each of the colleges, senators, etc., for review and written comments.