

Minutes **TO POST**

DEANS COUNCIL

Wednesday, August 24, 2016 – 3:30 p.m.

President's Conference Room

PRESENT: Jason Pierce (Chair), Jim Brown, Cathy Adkins, Rick Cary, Marie Nicholson, Scott Pearson, Jennifer Rhinehart, Bev Robertson, Phyllis Smith, Beth Vogler, and Iva Coates (recorder)

ABSENT: Cathy Franklin-Griffin

1. Announcements - Jason Pierce

- Visitation Day - September 10th
- Family Weekend - September 17th
- New Building Dedications - September 9th
 - 10:00AM - Day Hall
 - 1:00PM - Ferguson Health Sciences
- MHU Art Faculty Opening Exhibition Reception - September 1st
 - 6:00-8:00PM - Weizenblatt Gallery
- Cost points for 2017-2018 - administration currently in discussion

2. Enrollment - Jason Pierce

3. Professional Development - Jim Brown

- ACA Professional Development Opportunities
Jim Brown has had several conversations with Nina Pollard in getting MHU more involved in the ACA (Appalachian College Association). Dr. Pollard is working with ACA in an effort to make professional development opportunities more attractive. One of those initiatives that is being brought to the ACA Summit this fall (September 29-October 1) is a one-day workshop for new department chairs. Kim Reigle and Laura Steil are currently registered to attend. Please let Jim know of any other interest - space is limited.
- Bev Robertson discussed MHU librarians relationship with ACA in which they take great advantage of ACA professional development opportunities and resources as well as serving on ACA advisory committees. Resources that benefit MHU include:
 - J Stor Collections
 - Shared ACA Catalog
 - Digital Library of Appalachia (Collection)
- New Faculty Professional Development
Jim Brown has begun an initiative of meeting once a month with MHU new and recently new faculty at MHU to explore practical ideas that can be implemented in teaching and hopefully boost confidence as a new faculty member. Topics may include advising, classroom management, instructional design, grading and feedback, student engagement, working with diverse students, and technology in the classroom. Please encourage faculty to attend.
- Other
 - Teaching and Learning Center - Phyllis Smith inquired of the status of the Teaching and Learning Center at MHU? Conversation to continue.

- CIC (Council of Independent Colleges) Department Chair Conference - Phyllis will discuss at next Deans Council meeting.
- 4. Anticipated Retirements/New Hires for 2017-2018
 - Retirements/Phased Retirements? Deans to send out email to department chairs to inquire if there's any faculty that may have interest/plans in pursuing this benefit. This is not an attempt to move folks toward retirement but rather as a means of planning.
 - New Hires/Replacements
- 5. Capital Expenditures for 2016-17 - Jason Pierce
 - Discuss with department chairs/faculty in divisions of items that are needed in which departmental budgets cannot accommodate (that are not re-occurring costs). Start as a wish list for possible expense items to come from Academic Affairs equipment budget.
- 6. Other Business
 - Academic Integrity Policy
 - Jim Brown has created a student version (FAQ's and forms) as it relates to the AI Policy - informational package has been sent to Laura Whitaker-Lea and Amy Carraux-Price.
 - Jim has sent out to department chairs and some teaching staff a request to identify/ nominate students to serve as advocates and that will help in the review process of the AI Policy. Jim asked deans to let him know if there are others that need to receive this information.
 - Once the composition of the board is identified, Jim will be contacting faculty to serve on the Academic Integrity Board. Members of the Board that are not selected for a particular hearing can also serve as advocates given that they're vested in the program and know about it. Advocates will consist of faculty, teaching staff and students. A person can serve as an advocate and not serve on the Board.
 - Scott Pearson stated that he has some faculty come to him saying that they have to many students in their class for the room - there's not enough desks! Room charts are available in the Registrar's Office - reflects the number of desks/seats in a classroom. As course schedules are being developed, please remind department chairs/faculty about this matter. In discussing capacity, students and space, and before spring schedules are developed/submitted and given that larger spaces are now available in Day Hall, perhaps consider reapportioning what we currently have - i.e., Cornwell Hall - develop master plan for space to take off line for a bit, rehab, and then bring back in phased period. Jason, Phyllis and Marie will discuss.
 - Cathy Adkins - will send out an email reminder in regard to working together for I&I courses.
 - Rafter - Jason stated that we exceeded our guardrails (consumables). We have had a number of issues with instructors needing to make last-minute changes to their course materials requests. While some of these are unavoidable, others are the result of preventable oversights. Results in a 100% up charge from Rafter; we need to do what we can to reduce if not eliminate these last-minute changes, as these charges will be passed on to students in the form of increased fees.

Adjourned at 4:53 p.m.