

Minutes **TO POST**

DEANS COUNCIL

Wednesday, August 23, 2017 – 3:00 p.m.

President's Conference Room

PRESENT: Carol Boggess (Chair), Jim Brown, Cathy Adkins, Rick Cary, Marie Nicholson, Scott Pearson, Marc Mullinax, Bev Robertson, Phyllis Smith, Beth Vogler, and Iva Coates (recorder)

ABSENT: Cathy Franklin-Griffin

1. Enrollment Update - President Lunsford and Carol Boggess
 - Retention – good news! Stronger than in the past.
 - Enrollment – freshman enrollment down 30 from this time last year.
 - Budget originally based on 1210 – modified to 1200 – modified to 1180 – will need to modify again.
 - Deans – please check with faculty for headcount of students.
 - Student Labor budgets – identify any students that can move from traditional/ institutional work study (student labor budgets) to federal work study (which will create a savings).
 - Adjunct/overload costs – review carefully and make adjustments where possible; build in AGS holistically for the university.
 - Review budgets carefully and see where savings can be made.
 - President will work with Budget Advisory Committee.
2. Report on progress to date on topics following from DC Retreat
 - Evaluating Administrators and Faculty – Phyllis & Rick
Phyllis distributed *draft* evaluation instrument for review/input. How to proceed from here? Online evaluation process (as Jennifer is building the course evaluation system)? Send ideas to Phyllis – copy Iva; include Jennifer.
 - Current evaluation of faculty members – Carol asked deans to please review current evaluation procedures with department chairs – posted on myMHU in Faculty Personnel section as well as in the Faculty Handbook; review timelines for evaluating new faculty. Need paper trails for every faculty every year! Jim stated that Teresa Sumpter, Chair of Faculty Personnel will attend the (March) new faculty development seminar for discussion of this evaluation process.
 - Ethics in Academics at MHU (Phyllis & Cathy A.)
Academic/ethics integrity issues at MHU; Brett Johnson to present at Deans Council on 9/6/17.
 - Textbooks and Materials (Bev, Carol, Cathy FG, Beth) – no progress to date; group will convene soon. Discussion items today include the following:
 - Scott – Some textbooks are not yet available.
 - Jim – students do not have access to online materials (MBS not sending information to students).
 - Bev – students can preview 1-50 pages on Amazon.

- Institutional Effectiveness – Educational Programs (Assessment) – SACS (Jim & Scott)
General Education Steering Committee & Evaluation (Scott, Cathy A., Meredith)
No progress to date; group will convene soon.

3. Other

- New website – Bev stated that she would like to see the Library added to top links for navigation – deans concurred. Carol and Bev will schedule meeting with Samantha Fender for discussion.

Adjourned at 4:55 p.m.