

Minutes **TO POST**

DEANS COUNCIL

Wednesday, October 4, 2017 – approx. 4:10 p.m.
President's Conference Room

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

1. Minutes (September 6, 2017) – Approved.
2. Updates - Carol Boggess
 - Marie Nicholson asked that deans remind faculty of due date for posting of mid-semester grades – October 11th by 11:59PM.
 - Retention rate = 58.6%
 - Traditional Headcount = 1130
 - AGS Headcount = 159
 - Textbooks – Spring 2018
 - Textbooks that have not been picked up for this semester will soon have alerts sent to advisors. Deans – please alert advisors of this coming.
 - For spring 2018 semester, please review list that Carol sent and if quantity is not enough, please let Karla know. Courses that are “capped” may need to be reviewed.
 - Alternatives to textbooks
 - Jim Brown is using a small book for FYS 112 that Karla is able to purchase for approx. \$10/book and purchase as a class set (from Amazon) to be used for 4-5 years.
 - Bev Robertson is speaking to divisions in regard to “Open Source Textbooks” with specific courses in mind. Please contact Bev for more information.
 - Travel Funds
 - FERC – over \$1,000
 - Academic Affairs - \$1,000 and Under (form is posted on myMHU in Academic Affairs section)
 - Paul & Florence Kinnamon Travel Fund – available for travel expenses for scholarly research projects leading to the publication of nonfiction books and articles (form is also posted on myMHU in the Academic Affairs section).
 - ACA Summit (September 27-29, 2017 at Kingsport, TN)
 - Lisa Wachtman and Ryan Bell shared presentation with staff from Tusculum College.
 - John Gripenrog reported on his research project dealing with Japan's efforts to influence US public opinion in the 1930s. (Note: John received ACA Fellowship for full year sabbatical in 2016-17.)
 - New ACA President, Beth Rushing was in attendance.
 - Critical to MHU – 1) Library (Bowman); 2) Fellowships for Faculty Development
 - Deans/Chairs Evaluations – Phyllis Smith
 - Phyllis distributed updated Evaluation instruments based upon feedback; please review and submit additional feedback/assistance to Phyllis in regard to the logistics - who will administer, how will the instrument be used/how often?

- Due date for completion of these instruments – May 1st or last day of classes?
- Faculty Evaluation Procedures – Marc Mullinax
 - Information located in the Faculty Handbook, Section C (posted on myMHU).
 - Considering possibility of submitting electronic portfolios on Moodle. Would need education on this process.
 - How are evaluators trained?
- 3. Other
 - Agenda item for next Deans Council meeting – Assessment/Institutional Effectiveness
 - Marie Nicholson stated that registration opens October 30th.

Adjourned at 4:58 p.m.