

Minutes TO POST

DEANS COUNCIL

Wednesday, November 15, 2017 – 3:00 p.m.

President's Conference Room

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

ABSENT: Cathy Franklin-Griffin

1. Minutes (November 1, 2017) – Approved unanimously.
2. Faculty Position Requests for 2018-19 – Carol Boggess
Faculty position requests had been circulated to DC members on Friday, November 10th for review prior to today's meeting.
Discussion:
 - Rank/Prioritize (*handout*); 1= highest; 8= lowest
 - Submit to Iva (electronically or paper copy) by Friday, November 17th
3. Clarify Defined Term Appointments (*Handouts*) – Scott Pearson
 - Brief History: DTA (5/5 or 30CR load credit) was initiated 5-6 years ago to help avoid using multiple adjuncts to cover service courses (e.g. math 107, English 111). Starting salary was low, terminal degree in the field not required, and no committee service or advising.
 - Problems:
 - Lack of clarity concerning maximum term and number of allowed renewals (generally 3 years); unclear if DTA has rank or what that rank is.
 - Currently have two types of DTA: 5/5 position (30 work load credits) and the 4/4 position (24 work load credits).
 - Proposal: Divide DTA into two categories:
 - Defined-Term **Lecturer**
 - Maximum term will be 3 years
 - May be contracted for 24 or 30 workload credits. A 24 workload credit will include committee work, advising and other assigned duties. A 30 workload credit has no additional duties outside classroom teaching responsibilities. Lecturers are expected to attend Faculty Meetings as well as dept/divisional meetings and undergo annual personnel review performed by department chair, program coordinator and/or division dean.
 - Non-Tenure Track **Instructor**: No specified maximum term. May be contracted for 24 or 30 workload credits and determined by the needs of the institution/program(s). Instructors are subject to the annual and four-year reviews. A faculty member holding the Instructor rank may apply for promotion to Assistant Professor when requirements for that rank have been satisfied. Instructors has full faculty responsibilities unless otherwise specified in their appointment letter and contract.
 - Questions/Discussions
 - Faculty Evaluation Instruments – if/how will this change for these type of appointments?
 - Discussion to continue; bring back to DC.
4. Enrollment (*Handout*) – Marie Nicholson
Marie distributed handout reflecting registration comparison numbers for spring semester.
 - On target for fall 2018
 - 1063 students eligible to registration
 - 785 have registered = 73%
 - 227 critical stops
 - Spring 2018

- New = 41; Transfer = 59; Returning = 12; Unknown = 18
 - Total = 130 (S'18)
 - Total = 148 (S'17)

5. Concern about Mid-Term Grades – Marc Mullinax

- Posting of mid-term grades can be a wakeup call for students not familiar to culture of academic success. Also, assists academic advisors.
- Recent national survey indicates that 60% of post-secondary institutions report mid-term grades to 1st year students for purpose of providing feedback on academic performance; these institutions also attain student right to privacy waivers so that grades can also be reported to parents.
- Marc has been in the process of contacting local and peer institutions for their reporting policy. Only Wofford has optional policy. Trend is that mid-term grades is best practices tool for retention.
 - Cross over from strong ask by the registrar and student success offices as optional to a more intentional policy developed for the Faculty Handbook (which currently has no language regarding posting of mid-term grades)? Yes! Marc is proposing language at the tomorrow's P&P meeting and if passed will go to the AAFSA Committee.
 - Possible language: Mid-term grades (being critical for students in the advising process and student persistence at MHU) are required for all instructors for all students in courses at the 100-200 level and for every other student in other courses that are performing unsatisfactory (below C or U grade). Feedback?
 - a) Strongly encourage eliminating the language of 100-200 level courses and state for *all students for all courses*.
 - b) AGS short-term courses exempt? There are traditional students in these courses but not usually first-year students.
 - c) Give Marc additional feedback.

6. Other

- SACS – Jim Brown
 - Recently received notification from SACSCOC in regard to the prospectus for the MACJ degree program that action is deferred pending review of additional information as follows:
 - Federal requirement
 - Faculty qualifications
 - Library discipline-learning resources
 - Student support services at the Asheville Center
 - Jim Brown, Meredith Doster and Barbara Sims have addressed these issues in more detail and will have the letter completed by the end of this week and in the mail.
- Textbooks – Bev Robertson

Bev has met with Humanities/SS and Professional Programs divisions and will be happy to speak to other divisions. Class sets are being used by faculty which consists of purchasing a set and using for 3-4 years.

 - Consumables? Comparable cost? Carol will follow back up.
- Status of End of Course “Online” Evaluations?
 - Plans & Policies will be reviewing tomorrow and voting for pilot in 1st short term courses.
- November Forum (November 30th) – Lisa Wachtman and Ryan Bell will make presentation based upon their recent presentation at the ACA Summit in regard to two aspects common to all first year students – the First Year Connections assignment and the FYS 111 course.
- No other Faculty Meeting until February, 2018.

Adjourned at 4:58 p.m.