

*Minutes TO POST*

DEANS COUNCIL

Wednesday, November 29, 2017 – 3:00 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, Bev Robertson, Phyllis Smith, Beth Vogler, and Iva Coates (recorder)

ABSENT: Marc Mullinax

1. Minutes (November 15, 2017) – Approved unanimously.
2. Faculty Position Requests for 2018-19 – Carol Boggess  
Following discussion, Dr. Boggess will present to President Lunsford the position requests for 2018-19.
3. Deans Evaluation with Nursing Faculty – Carol Boggess  
Carol met with nursing faculty on November 20<sup>th</sup> to describe/discuss the (new) electronic evaluation instrument for deans. All deans will be evaluated spring 2018 semester.
4. Program Review – Carol Boggess  
All reviews have been submitted to Academic Affairs.
5. Other
  - Marie Nicholson
    - Posting of Grades – Deans please encourage posting of grades by 9AM on Thursday, December 14<sup>th</sup>.
    - Final Exams – Hold exams at scheduled times in correct location.
  - Jim Brown
    - Outstanding graduates – encourage department chairs to send information to Jim.
  - Cathy Franklin-Griffin
    - HRSA Grant – Dr. Denise Anthes has been hired for the Pre-Nursing Recruitment position; interviews are underway for 2<sup>nd</sup> HRSA position – Nursing Student Advisor/Support Coordinator.
    - First Focus Nursing Day Visit – December 1<sup>st</sup> at the South Asheville Center.
6. SEM Works (Strategic Enrollment Management) Consultation Visit – Carol Boggess  
Dr. Jim Black will be on campus December 11-12, 2017 to meet with administration, faculty, staff & students. Deans will have lunch with consultant on December 12<sup>th</sup>. More information to come.
7. Feedback from Online Course Evaluations – Carol Boggess
  - Students are aware of evaluation; not heard of any problems.
  - Can only see the number of students that have completed evaluation thus far.
8. Advising and 4-Year Plan Update – Carol Boggess (on behalf of Joanna Pierce)  
Encourage department chairs and program coordinators for strong advising by faculty in the following ways:
  - Update four-year plans. Check current catalog requirements, update those plans and send to Joanna Pierce as soon as possible so that they can be uploaded to the myMHU advising pages.
  - Reinforce need for advisors to be in their offices between 10 and 12 on the day before classes start.
  - Check report from the Registrar about Ds and Fs, and reach out to those students ASAP in January so that schedules can be adjusted accordingly.
  - Reinforce faculty participation in the FYPO's – this is essential.

Adjourned at 4:20 p.m.