

Minutes **TO POST**

DEANS COUNCIL

Wednesday, January 18, 2018 – 12:20 p.m.

President's Conference Room

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

ABSENT: Cathy Franklin-Griffin, Marie Nicholson, Marc Mullinax, Beth Vogler

1. Minutes (November 29, 2017) – Approved unanimously.
2. Summary sheet provided by Carol Boggess (make-up meeting – original meeting was scheduled for January 17, 2018 at 3:00PM but was cancelled due to weather – snow):
 - A. Updates provided by Marie Nicholson (could not attend today's meeting):
 - Enrollment as 01/18/18
 - 1005 Traditional (up from 978 as of 01/15/18)
1 Temp
 - 123 AGS Undergraduate (Note: Jim Brown says this number is slightly higher; will discuss with Marie)
6 MACJ
8 M.Ed.
6 MM
 - For Department Chairs and Program Coordinators:
Fall 2018 class schedules are due to the Registrar's Office, Friday, February 23. Summer class schedules are due to AGS February 23 as well. (Note: Cathy Adkins requested discussion of this as a **future agenda item** for DC to prevent scheduling conflicts/issues.)
 - Last day to add full semester class: Monday, January 22.
 - Instructors must compare their **Self Service** class roster to students actually attending class. A student not registered for the class **will not** receive a grade at the end of the semester.
 - B. SEM Works follow up:
 - Check out the presentation on the R Drive.
 - Encourage programs to revise website descriptions.
 - C. Schedule for next two Deans Council meetings:
 - **January 24th** – EBCI Agreement signing at 3PM in Blackwell Hall, 1st floor lobby; we will meet immediately following this event.
 - **January 31st** – meeting w/Presidential candidates all week – hold this time.
 - D. Kinnamon Fund
 - Approved Jonna Kwiatkowski for \$500 to take an online course (January thru March) offered by the Hatha Yoga Project at the University of London to improve her access to academic resources and networking with scholars in the area.
 - E. Reminders
 - Sabbatical Requests (handout) – application/guidelines posted on myMHU in the Academic Affairs section.
 - Faculty Review Process (handout) – guidelines/information/forms post on myMHU in the Faculty Personnel Committee section.
 - F. Other
 - Faculty Leave Policy – Plans/Policies Committee is reviewing this policy at the request of HR.
 - Hires for 2018-2019 (handout).
 - G. Assessment
 - Jim Brown and Jennifer Rhinehart presented overview of assessment process (handouts). Workshop scheduled Friday, January 19th from 3-5PM in Peterson Conference room.

Adjourned at 1:20 p.m.