

*Minutes* **TO POST**

DEANS COUNCIL

Wednesday, February 14, 2018 – 3:00 p.m.

President's Conference Room

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

1. Technology Update (IT Issues, Changes, Concerns) – Ted Bruner

- Proximity Scanners on Doors
  - a. Phase 1 (nearly complete): Chambers, Moore, Nash, Ferguson Math/Science, Ferguson Health, Marshbanks, Renfro, Cornwell, Broyhill Chapel
  - b. Phase 2: will be done next FY and will cover the remaining buildings, including AGS
  - c. Personnel in each building will be set up to open the doors which will then remain open or will relock automatically based on the day schedule.
- Colleague
  - a. Just went live with HR/PR/BEN and have made it mandatory that everyone use direct deposit. Online enrollment for annual benefit election – fall 2018.
  - b. Go-Live planned for April 1 includes Student Application, Enrollment, Online services including bill pay, registration, proxy access for parents, financial aid, residence life, etc.
- SGA Request for a 24/7 Printer. Why are students required to submit hard copy papers for class? What tools are needed from IT to help reduce the need for paper copies? Currently, very costly – enormous paper waste. Discussion to continue.
- Infrastructure and Telephone System Upgrade in May, 2018.
- Eddie Ball will be working with faculty to identify and validate new technologies for standard as well as Smart classrooms.
- Classroom Utilization – will be reviewing technology classroom use; finding more suitable space or reallocating existing rooms to better support necessary lab changes. Rick Cary will spearhead discussions of changes that could impact Ferguson Math, Nash and Moore facilities.

2. Minutes (January 24, 2018) – Approved unanimously.

3. Updates

- MACJ – Jim Brown
  - Received SACS approval!
- CJ Hire – Dr. Heather Zurburg will begin fall, 2018 as full time Assistant Professor of Criminal Justice. She will serve as Interim Director of Career Services beginning week of February 19<sup>th</sup> through July, 2018.
- NCBON Consultant, Dr. Bobby Lowrey has recommended full approval for the pre-licensure BSN program. The Education/Practice Committee will submit to NCBON board members for approval of the recommendation in May, 2018. Congratulations to all!!
- New initiative: Creative Writing Workshop sponsored by MHU for high school junior and seniors.
  - When: Saturday, March 24, 2018 from 9:30am – 1:00pm (Note: this is a MHU Visit Day)
  - Where: Day Hall 3<sup>rd</sup> floor
  - Led by: Eric Steineger, Hal McDonald and Felice Lopez Bell
- SEM Works – Carol Boggess
  - Deposits – below last year but not too far off.
  - Visit Day (February 24<sup>th</sup>) - 42 registered (accepted) students.
  - Enrollment group trying to establish another Visit Day – April 14<sup>th</sup>.
  - Encourage faculty to update website program information.
  - Blackwell 1<sup>st</sup> floor lobby upgrade – Gwen Davis, BOT member has helped with improvements.

- Class Schedules for Fall 2018 - Marie Nicholson
    - Due: February 23<sup>rd</sup>
    - Spread classes out
    - Discourage 2 hrs. block on MW
    - Summer School Textbooks due March 10<sup>th</sup>
    - Posting of mid-term grades – required by midnight March 7<sup>th</sup>. Grades can be S/U.
  - Tenure, Promotion and 4-Year Review – Carol Boggess  
Reminder of this review process and the importance of making sure that evaluations are completed for 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> year formal reviews for faculty – referenced 2017-2018 Faculty Handbook Appendix C: Evaluation Procedures.
  - Retirements and Searches – Carol Boggess
    - Retirements at end of 2017-2018 contract year
    - Resignations at end of 2017-2018 contract year
    - Searches – Dr. Lunsford gave approval for Defined Term, non-tenure track appointments of Lecturer/Instructor - will go in 2018-19 Faculty Handbook.
  - Faculty Leave Policy – Marc Mullinax  
Marc stated that the policy will stay as it is for now following a discussion with Joy Kish and Jennie Matthews. Marc will ask Jennie to notify the deans of individuals/areas that are in non-compliance with submitting the monthly leave reports.
  - Student Presenters for Board of Trustees (March 9<sup>th</sup>) – Carol Boggess
4. Honorary Doctorate of Humane Letters – Marc Mullinax  
Dr. Lunsford presented his final nomination to Academic Affairs and the Plans & Policies Committee for a MHU Doctorate of Humane Letter to be awarded during the May 2018 Commencement Program. Plans & Policies will review at next meeting on 2/15/18; present to faculty at March 1<sup>st</sup> Faculty Meeting.
5. Deans Evaluation Process (Handout) – Carol Boggess  
Distributed handouts as follows:
- Cover sheet reflecting evaluation steps and the initial timeline
  - Deans Self-Evaluation form
  - Evaluation of Division/School Dean by the VP for Academic Affairs
- Feedback from Dean of Nursing evaluation (initial trial basis) was that the questions in regard to “Leadership” and “Administration” was somewhat confusing.
6. Other
- DOJ Grant – current status? Last account, charge consisted of physical improvements to campus.
  - USDA Grant – Phyllis stated that they had been charged with creating a “language access plan” to facilitate communication with non-English speaking individuals that come to campus.
  - Community Involvement Credits – Mindy Bliss needs more events for students. Please have departments consider this and send information to Mindy.
  - Faculty/Staff Creative and Scholarly Achievement Event – Bev Robertson announced date for March 27<sup>th</sup>. Largest group yet!
  - IE & Assessment of Student Learning – Part A & B
    - Part A – preliminary document that goes to Jim Brown and Jennifer Rhinehart (due February 16, 2018). Will be shared with Assessment Committee; allows programs to receive feedback before continuing with Part B of the Program Assessment Plan.
    - Final Report (Part A & Part B Program Assessment Plan) is due May 31, 2018.

Adjourned at 4:41 p.m.