

*Minutes*  
DEANS COUNCIL  
Wednesday, February 28, 2018 – 3:00 p.m.  
President's Conference Room

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

ABSENT: Cathy Adkins, Jim Brown

1. Introduction of Heather Zurburg – Carol Boggess

Dr. Heather Zurburg comes to MHU from Washington, DC and Florida State University and will join the Criminal Justice faculty in August as Assistant Professor of Criminal Justice. She is currently serving as the Interim Director of Career Services through July, 2018. Donna Parsons, Assistant Professor of Business will serve as her faculty mentor. Dr. Zurburg is gearing up for the Career Fair which will be held on March 22<sup>nd</sup> in Day Hall from 10AM-1PM.

2. Minutes (February 14, 2018) – Approved unanimously.

3. Updates

- Schedules for Fall 2018 – Marie Nicholson
  - Most all schedules have been submitted.
  - Summary of I&I's distributed (US & World); concern that there are few I&I offerings as well as the 11AM time offering on MWF for I&I: US. This is a popular time offering for other courses which can lead to conflicts for students; Phyllis will discuss with faculty member to see if another time slot can be offered.
  - REL 336 is on the schedule as an online offering for traditional students. Is there institutional approval to offer online courses for traditional classes? Not unless special approval has been granted. Solution – list in AGS? Traditional students would have to receive approval to register. More discussion is needed. Iva will schedule discussion meeting for this with Carol, Cathy A., Jim, Phyllis, Scott, Beth & Marie.
  - Posting of mid-term grades – deadline is March 7<sup>th</sup>.
- Due Dates for Textbook Orders: March 10<sup>th</sup> (Summer Sessions); April 20<sup>th</sup> (Fall, 2018)
- Enrollment/February 24<sup>th</sup> Visit Day – Carol Boggess
  - 70 students/parents attended – great day!
  - 35 deposited (50%)
  - 100 total deposits; Goal = 475
  - Admissions Office has received an upgrade – looks great! Staff is energized.
  - Next Visit Day = March 24<sup>th</sup>; encourage faculty participation; lunch for faculty will be paid by university; Deans – please ask faculty to make follow up calls to students.
  - Make classes available for students – contact Kristie or Susan.
  - Improve departmental/program/faculty profile on website.
- Deans (Online) Evaluation Instrument – Carol Boggess and Phyllis Smith
  - Plan is to begin evaluation process for faculty to receive online evaluation instrument by mid-April and have completed by end of May.
- Faculty Searches – Carol Boggess
  - Newly added: Biology position
  - Business (2) positions
  - Social Work
  - Spanish (Lecturer)
  - History
  - Math
  - Nursing

- Use of Copying/Paper – Bev Robertson
    - Due to enormous waste of copying/printing paper from copiers in Library, Bev has solicited assistance from the following individuals/ areas for campus awareness about this issue:
      - 1) 25 students that work in the library will give grassroots education about this to other students;
      - 2) Environmental Action Club – (2) students are taking paper waste on as a special project;
      - 3) Dan Morris will involve students in SGA;
      - 4) More education as part of the library instructional classes.
    - Ongoing discussion.
  - Faculty Rank/Status – Marc Mullinax  
Faculty Personnel Committee is working to address differences between “faculty rank” and “faculty status” language in the Faculty Handbook.
4. Sabbatical Request - Spring, 2019 (Attachment) – Carol Boggess and Phyllis Smith
- Gordon Hinners, *Associate Professor of Spanish* – Spring Semester, 2019  
Professor Hinners will travel in Latin America and Spain to research Spanish Phonetics and Dialectology; to refresh and improve his oral communication skills in Spanish; and to collect materials for his teaching. Throughout his travels, he will record speakers from different dialect regions for use in Phonetics classes and collect up-to-date materials for use in culture classes. This sabbatical will provide Professor Hinners with an exciting and useful way to renew his knowledge and language abilities.  
**ACTION:** Approved unanimously; will be presented to Board of Trustees for approval at their meeting on March 9, 2018.
5. BOT Academic Affairs and Faculty Liaison Committee (March 9<sup>th</sup>) – Carol Boggess
- BOT Committee Chair for 2018 is Brent Townsend – MHU graduate
  - Meeting: 9-10AM in Day Hall 308 Conference Room
  - Opportunity for Campus to Meet with President-Elect Tony Floyd – 3:30PM in the Chapel
6. Preparing for Transition – Carol Boggess
- Send thoughts or suggestions to Carol as soon as possible.
7. Other
- BAC (Budget Advisory Committee) – met this week; the issue was whether to continue MyIDEAL Doctor. Continue on trial basis for next academic year. Need more participation/testimonials. Reinforce that this is a benefit for the whole family.
  - Staff Personnel Committee – Marie Nicholson is new committee appointee (due to Lee Cope’s departure) by President Lunsford.
  - Budget Planning/Requests for 2018-2019 – Iva will send information/forms electronically to all budget managers on March 1, 2018; due to Academic Affairs on April 2, 2018.
  - Communication on Social Media – Cloggers/Facebook; Unintentional consequences related to posting of pictures/information for upcoming concert; some faculty have posted inappropriate comments. Alaysia Hackett is working to resolve this. Institutional policy needs to be drafted and included in Handbooks for faculty, staff and students.
  - Language Access Plan – needed for individuals that come to campus with limited English proficiency; Policy/plan has been completed and will be on file in Human Resources and the Admissions Office.
  - CIC Opportunities – Phyllis received information in regard to CIC Conferences for faculty (as well as upcoming staff opportunities) and will forward to deans. Noted the 2018 workshops for division and department chairs (April thru June) at various locations.

Adjourned at 4:52 p.m.