

Minutes **TO POST**

DEANS COUNCIL

Wednesday, January 30<sup>th</sup> - 3:00 p.m.

President's Conference Room - Blackwell

PRESENT: John Omachonu (Chair), Rick Cary, Marc Mullinax, Marie Nicholson, Scott Pearson, Cathy Adkins, Jim Brown, Cathy Franklin-Griffin, Donna Parsons, Audrey Martin-McCoy, Phyllis Smith, Bev Robertson, and Danielle Hagerman (recorder).

1. Approval of Minutes - *Approved*

2. Dean's Updates

a. Marie Nicholson

- i. Enrollment, currently at 905 traditional, 112 AGS. Projected budget was for around 940 (traditional)
- ii. Thank you and please encourage Faculty to keep notifying when students are not in classes
  1. Marie will notify Deans on what Faculty are habitually late on reporting
- iii. Around 30 students did not appeal suspension or were denied
- iv. Handed out division grades for Fall 18 to Deans (avg of 2.9)

b. Donna Parsons

- i. Enrollment Analysis (Department analysis handout)
  1. We have so much data, there needs to be a better way to utilize it
  2. Phyllis – Colleague has the capability to have a dashboard where some of this information can be available
  3. Jim B. – data pulled needs to be cleaned, don't have the personnel
  4. Cathy A. – helpful to have the proper reporting tool

c. Cathy Franklin-Griffin

- i. Travel
  1. Should we include this in our budget request? (Answer: Yes)
  2. If applicable – include travel expenditures for recruiting
  3. If there is a budget line you are missing, contact Chase and he can add it in
  4. Scott – Feb 14<sup>th</sup>, budget access will switch to Deans (currently w/chairs)
- ii. Student Withdrawal Procedure
  1. In this particular student's case (family emergency in China) enrollment was cancelled
  2. Reach out to Lisa Watchman, who helps facilitate all aspects from a withdrawal or cancellation (including IDs).
  3. Will send back classes that are taking large MW blocks of time for Dean review

3. Faculty Chair Update – Marc Mullinax

- a. Sent out post card response – looking for input for the 2019 Faculty Workshop in August.
  - i. Who brought up the technology/recording consent request in the past regarding the syllabus? (Kim Reigle)
- b. President will be addressing Faculty on Tuesday, February 5<sup>th</sup> at 3pm in the Peterson Conference Room.
- c. Faculty Meeting taking place Thursday, February 7<sup>th</sup> at 11am in Peterson.
- d. Faculty Forum are open for presenters in March and April, takes place the 4<sup>th</sup> Thursday of the month

- e. Would like to reiterate importance of NILOA visit coming to campus (orchestrated through IE office) on February 14<sup>th</sup>.
4. Assessment Update – Audrey Martin-McCoy
- a. NILOA Coaching Visit
    - i. Many thanks to the academic divisional deans for your assistance in identifying faculty members to attend the NILOA Academic Program Outcomes Assessment Session in an effort to support continuous improvement. The workshop is intended to further engage faculty and staff in discussions to grow the institution’s current systems of assessment and to continue to link these efforts with best practices. **It will be held from 11:00 am-1:30 pm in Peterson Conference Room on February 14.**
    - ii. If you have not had an opportunity to submit names of faculty members, please feel free to do so by the end of this week to [audrey\\_martin-mccoy@mhu.edu](mailto:audrey_martin-mccoy@mhu.edu). The plan is to provide a lite lunch during this session. The session will also be videotaped for those who are unable to attend.
  - b. Assessment Update
    - i. Reviews have continued of undergraduate and graduate program-level assessment reports from 2017-18 to prepare in submission with the SACSCOC Monitoring Report due April 1, 2019.
    - ii. Staff are in the process of compiling a comprehensive list of reports that are still outstanding. This list will be shared with respective division deans to encourage faculty to submit 2017-18 Assessment Reports as soon as possible. The Assessment Committee must have all of its reviews completed with compliant reports for SACSCOC submission by the end of February.
    - iii. January 11 to continue its work reviewing GenEd undergraduate and graduate program-level assessment reports from 2017-18 to prepare in submission with the SACSCOC Monitoring Report due April 1, 2019. The bulk of these reports were resubmissions or late submissions. While there are still a few outstanding reports, however, the understanding is that faculty are aware of the request for edits and are working on necessary changes. **The Assessment Committee must have all of its reviews completed with compliant reports for SACSCOC submission by the end of February.** Please encourage individuals in your division who need to submit and/or revise the 2017-18 Assessment Report to do so as soon as possible.
5. Provost Office Updates – John Omachonu
- a. Budget – Make sure everyone has scheduled appointments to discuss your budget w/John
    - i. Will strive for transparency during budget process
    - ii. Will need to look into Equipment fund located within the AA budget
  - b. Good news!
    - i. Heather Hawn and Marc Mullinax took 9 students to Selma (great trip!)
    - ii. Choral Festival this weekend, around 350 HS students attending, great opportunity for recruiting.
    - iii. Jim Sparrow – inducted into the Hall of Fame at University of Georgia Columbus
    - iv. Art Gallery Opening – Attendance last week was at around 150
    - v. Scholarly/Creative writing reception coming to the library soon, currently looking at submissions

- vi. Raising money for scholarships in the MACJ and MM programs
    - 1. Roger Slagle – Offering series of prof. development courses (continuing ed) to help raise funds
    - 2. Barb Sims and Bud have been working hard to secure funds as well
  - c. Stacy Sparks
    - i. Encourage all to reach out to her with possible grant opportunities in your field
6. Adjourn – Next meeting is Wednesday, February 6<sup>th</sup> at 3pm in the President’s Conference Room.