

Minutes **TO POST**

DEANS COUNCIL

Wednesday, May 29th - 3:00 p.m.

President's Conference Room - Blackwell

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

1. Approval of Minutes - *Approved*

2. Dean's Updates

- a. Recommendations for Structural Budget Change (Response to charge from President to the Deans)
 - i. Issues considered:
 1. What academic programs can do next AY
 2. What we can begin to implement next AY that will yield decreased costs and/or increased revenues
 - ii. Fall 2019 Recommendations
 1. Cancel low enrolled upper level sections that do not need to be offered in the fall
 2. Send letter outlining budget imperatives
 3. Work w/chairs with course scheduling
 - iii. Spring 2020
 1. Work w/chairs w/scheduling to minimize adjunct/overload
 - a. Recognize completely absolving adj/ovl is impossible
 - iv. Future AYs
 1. Program review!
 2. Holistic views of stipends/CR
 3. Continue analyzing curricular efficiency
 4. Reduce program budgets
 5. Reduce academic program opportunities
 6. Cut stipends/CR (all around)
- b. Comments:
 - i. Rick – would like information on Trout fund, and being able to use this money
 - ii. Scott will email John draft of letter to dept. chairs
 - iii. Deans plan to meet on a yearly basis regarding course scheduling
 - iv. Tony – multi faceted approach, keep working towards online courses, bring costs of residence halls down, make campus life affordable and decent
 - v. Marie – once assignment contracts are completed, will be easier to track faculty stipends, load, and course releases

3. Assessment Update – Audrey Martin-McCoy

- a. Reminder for the following deadlines:
- b. Student Learning Assessment Report
 - i. Due to division Deans by Friday, May 31st
 - ii. Template is available in the R drive under Assessment of Academic Programs_Spring 2019
- c. Uploading Student Learning Evidences for Program Assessment

- i. Program coordinators and department chairs are responsible for uploading program assessment learning evidences to the Q: drive
 - d. Protocol for Submission and Review of the Student Learning Assessment Report: Part B
 - i. 1. Academic programs use the Spring 2019 revised version of the template to complete the **Student Learning Assessment Report: Part B.**
 - ii. 2. Program coordinators and department chairs submit the completed **Student Learning Assessment Report: Part B** to their division dean by Friday, May 31.
 - iii. 3. Program coordinators and department chairs within the program upload assessment learning evidences to the MHU network Q-drive by Friday, May 31.
 - e. Checklist for Academic Division Deans: Student Learning Assessment Report: Part B
 - i. Complete and send checklists to Audrey (**NOT the Q or R drive**) by Friday, June 21st.
- 4. Provost Office Updates – John Omachonu
 - a. Beginning preliminary discussions on a QEP
 - i. Will be sending out information, asking for feedback
 - b. Title III
 - i. DOE announced information, putting together group to come up with 1 or 2 issues for the grant
 - ii. Will email Deans list of member of committee
 - c. Jim Brown – resigned as AGS Dean, going back to education
 - d. Cathy FG –
 - i. HRSA grant awarded for the 3rd year.
 - ii. Will continue working until the end of July
 - iii. Looking to increase scholarship amount to students with grant
 - iv. Working with VA to have IHS students working on site
 - v. Bringing back a couple of students who had to leave the nursing program earlier to finish
 - vi. Will be losing Chuck Tucker and Misty Shane next AY
 - e. Rick Cary – band came starting in June, also have a ceramics workshop going on this summer
 - f. Bev Robertson – sending employees to West Virginia for ACA conference
 - g. Joanna Pierce – (first of all, welcome!) coming from an initial department chair perspective, like to see other side of this process especially since have already intentionally looked and collapsed classes in own department
- 5. Adjourn – Next meeting is Wednesday, August 7th at 3pm in the President’s Conference Room