



Minutes

Deans Council

Wednesday, April 15, 2020 - 4:00PM

Zoom Meeting

1. Approval of Minutes
 - a. Moved for acceptance- approved.
2. Donna Parsons– FALL ADJUNCTS
 - a. Will wait until June to process Fall Adjunct Contracts due to potential changes in schedules
3. Donna Parsons - OWNERSHIP OF ONLINE COURSES
 - a. Ownership of online courses require more than plans and policies approval.
 - b. Need Plans and Policies Committee to look at proposal from Donna
 - c. Lawyer can look at it after the President and Board of Trustees review.
4. Donna Parsons – REVIEW PERMISSION TO TAKE AGS COURSE
 - a. Not an issue currently per Marie.
 - b. There are specific parameters for student.
 - c. Donna is getting multiple requests and Joanna has had requests also.
 - d. Requests are being approved for good reasons.
 - e. Form needs updated with new parameters but Deans have agreed to wait until the fall for updates.
 - f. Be flexible for now and keep students registered and on track.
5. Donna Parsons – ONLINE COURSE POLICY
 - a. Moot point for now, will table until fall semester.
 - b. Do not have current online policy. This current experience will help us determine.
 - c. Make forms online for approvals.
6. Donna Parsons - SUMMER CONTRACTS
 - a. Donna will sign all the summer contracts.
 - b. Watch for Adjuncts who might change courses.
7. Scott Pearson – TENURE/REVIEW PROCESS
 - a. Faulty Review is being done on One Note files scanned by Danielle and Deborah. .
 - b. Meredith should have complete sometime next week.
8. Marc Mullinax & Amanda Knapp –ASSESSMENT COMMITTEE
 - a. Needs to be a governance committee with rotation of every three years.
 - b. Joanna stated Program Review will be coming out soon, probably next week.

9. Scott Pearson – NURSING FACULTY POSITION

- a. In conversations with the President.
- b. Uncertainty about process, due to Board of Nursing
- c. One faculty position has been open for a year.
- d. One faculty member, Deborah Ackman states she will be leaving, plan for replacing her position. Scott has a person in mind.
- e. Vacant position needs Family Health experience.
- f. Misty Shane is ready to come back.
- g. Brett Walters was hired in spring as visiting instructor. Has a great deal of online experience.
- h. This will give us a full slate of nursing faculty.
- i. Scott should proceed with this plan. Will bring to council so goes on the record for formality.

10. Marie Nicholson – ASSISTANT REGISTRAR POSITION

- a. Brandon Johnson is leaving May 15.
- b. Challenge in the current situation at MHU, is that if we can't fill this position it will negatively affect students and faculty.
- c. One problem is being required to teach for the salary.
- d. Time consuming work needed for this position.
- e. Huge concern is the VA certification piece of the position which is audited each year.
- f. Marie questions if the VA certifying officer has to be in the Registrar's office, ie: why not in Financial Aid or Business office?
- g. If there were someone on campus that could move into this position, would be the best solution.
- h. Learning curve will be steep unless the person has Registrar/Academic experience.
- i. Marie has a couple of people in mind.
- j. There is a good case for filling this position soon.
- k. Must have by fall semester to ensure no negative impact for faculty and students. Mid-summer would be ideal.
- l. Request for hire has been completed to HR and Marie will work with Jennie Matthews or Ashley about process.
- m. Registration list looks good.
- n. Lion-Life will be virtual this weekend.

Adjourn – Next Meeting

May 6, 2020 @ 3pm by Zoom