

Minutes **TO POST**

DEANS COUNCIL

Wednesday, October 16th - 3:00 p.m.
President's Conference Room - Blackwell

PRESENT: John Omachonu (Chair), Marie Nicholson, Rick Cary, Joanna Pierce, Donna Parsons, Scott Pearson, Cathy Adkins, Bev Robertson, Marc Mullinax, Audrey Martin-McCoy (by phone) and Deborah Shelton (recorder).

1. Approval of Minutes - *Approved*
2. Dean's Updates
 - a. Marie Nicholson
 - i. Earlier Reports on Grades
 1. Mid-term grades due by Oct. 18
 2. Retention could improve with earlier grade posting.
 3. Use CARE reports for earlier student assessment
 4. Will discuss in Plans and Policy meeting regarding 3 week mark, test or assessment? - Marc
 - b. Donna Parsons
 - i. Course release, Workloads and Stipends.
 1. Need more information regarding stipends tabled until next Academic Deans meeting.
 2. Department Chairs are struggling with faculty who have external work requirements.
 - a. Not on campus except when teaching or on committees.
 - b. Need clarification on policy.
 - c. Low attendance at faculty meetings and workshops.
 - d. Personnel evaluations need to address this issue
 - c. Joanna Pierce
 - i. Met with Virginia Bower, Felice Lopez-Bell regarding writing mandatory requirements for writing intensive programs across all programs.
 1. Trying to get Administrative approval for every program.
 2. Not new courses, already existing. Senior Sems have written intensive programs.
 3. Support from Writing Center.
3. Assessment Updates- Audrey Martin-McCoy
 - a. Thanks to all faculty on Part A submission report.
 - b. Working on Institutional Summary document
 - c. October 25 will prepare draft for President.
4. Provost Office Updates – John Omachonu
 - a. Request for SP20 Adjuncts going out this month, October.
 - i. Already filling out requests on HR Portal.
 - ii. New adjuncts to HR then to Provost.
 - iii. Some discussion on continuing adjuncts regarding retaining or terminating.
 - iv. Intentional ending and re-instating is on purpose, so people who are no longer teaching are not continuing to be paid.
 - v. Push to reduce adjuncts still a priority.
 - vi. Can excel spreadsheet be updated to include information about adjuncts. Will send schedule to Deans Council then prepare additional information. - Marie

b. Budgets

- i. New budgets have been uploaded as of last Friday, October 11.
- ii. Still need to stay within bottom line and budget amendments will have to be made to move across accounts. Can still split expense across different lines if you can explain in budget indication.
- iii. Can see what is encumbered by button on form to show on Synoptix.

5. Adjourn – Next meeting is Wednesday, November 6th @ 3pm in the President's Conference Room