Council of Deans
Unapproved Minutes
August 27, 2001

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Also Present:
Tony Pokorny
Dr. Von Underwood

1. Dr. Underwood gave a presentation on the Studies Abroad Programs. During the presentation Underwood distributed a brochure, "British Studies Program 2001."

2. Sullivan distributed a document showing the current Online Student Profile.

3. Agenda Item 1 - 2002 Summer Academies Program

   Sullivan distributed a letter from OSRHE re: 2002 Summer Academies Program. Sullivan stated that in the first paragraph the letter states that only multiple year proposals will be accepted this year and that priorities for FY 2002 funding will be for projects with a focus on creating academic links with business and industry, as well as immersion in technology to help students achieve high standards in learning. In the past we have always responded in the Physical Science area and have been very successful but this is a great opportunity to open up into other fields - liberal arts, sciences, business, anywhere that applies. Sullivan asked that the deans work with Pokorny on that. Note there is a deadline of October 6. Short discussion followed.

4. Agenda Item 2 - Fall Institute for Academic Deans and Department Chairs

   Sullivan distributed an announcement about this meeting. The meeting starts the weekend of Fall Break and Sullivan plans to go to this.

5. Sullivan asked how many of the council members have been to the Law in Higher Education conference. This is a very important conference. There is no way to separate ourselves from the law as it is being practiced in higher education. There is a big conference in Florida in February and he encourages the group to take a look at that. When he receives the information on it he will get it to everyone. Discussion followed.
6. Agenda Item 3 - Case Study #1 - It Takes a Campus to Graduate a Student

a. Sullivan distributed a document, subject as above. Sullivan stated that this is a concept of a campus-wide system for recruiting and retention of students. Going back to the academic enterprise program, recruitment and retention are certainly a part of the program but Sullivan would like this group to think about and give him feedback on what should be our Title III project for this coming year. We have submitted a Title III project for the last 5 or 6 years but have not won one. One of the reasons is that we always seem to have a disconnect between what seemed to be a feasible program and what we were trying to do at different places in the university. Sullivan would like to propose to the group that what we do is a full court press, something like the thing at Loyola University and that we focus our energy on student recruitment and retention. Sullivan asked the group to read this case study and see if they think a Title III proposal would be appropriate for us to begin writing on because we really need to get started. In the past we used to do five, six and seven different mini projects tied together. Now they don’t want more than one project per Title III proposal. It needs to be fairly large and focused on a specific area of the institution. The old five or six small projects just won’t work anymore. We need to have one focused project that will make a significant change in the institution. Question was asked if we can get examples of projects that have been successful. Sullivan replied that yes, USAO won one two years ago and we have a copy of it. Their effort was to retain students, particularly at risk students. Discussion followed.

b. After some discussion regarding how retention is calculated, Sullivan stated that this subject is one of the issues we will have to work through this year. Cameron doesn’t fit well the model of the classic traditional institution.

7. Agenda Item 4 - Adjunct/Overload Actions

Sullivan asked the operational deans to stay after the meeting to discuss this item.

8. Agenda Item 5 - Retention Conference, October 21-23, 2001

Information on this item was not readily available.

9. Agenda Item 6 - Study Abroad Programs

This item was presented by Underwood at the beginning of the meeting.

10. Agenda Item 7 - Library E-subscriptions

Sullivan stated that he had a session with Young last week and the issue is what do we need to subscribe to electronically. We have off-campus students and online students and Sullivan would like to know if the deans have an e-subscription process they go through to prioritize what they need to subscribe to in the Library. Young stated the problem is that she does not have the kind of money that it would take to pick up this kind of subscription in addition to the printed
subscriptions. Many people on campus don’t want to part with the printed subscriptions. Soelle mentioned that not too long ago they went through their serials with Young and suggested ones she might drop and add. The process is pretty much done at the department level. Suggestion was made that possibly Young could make the departments aware of this so that they can think about the possibility of replacing some of the printed matter with online material. Discussion followed.

11. Sullivan stated that the next item he wants to talk about is raising of fees for the coming year. He has to quickly make known the requirements for increasing fees.

   a. He stated that he has done some preliminary analysis of the online fee which is $20.00/credit hour. This amount does not even begin to touch the actual costs of online delivery. The figure he is looking at is at least $30.00/credit hour If we can build enrollment that should cover it. The other fee he is looking at recommending an increase is in the technology fee from $5.00 to $7.00/credit hour. The other fee Sullivan will recommend raising is our library fee.

   b. During the lengthy discussion of fees that followed, it was brought up that some students are using scanners to copy books in order to avoid buying books. Deans were asked to post notices prohibiting this. Also, supervisors in those labs with supervision, are to be asked to be on the lookout for copying abuse. Deans are to ask instructors to be attentive to identify those who do not have textbooks and appear to be copying textbooks on a wholesale basis.

12. Agenda Item 8 - Convocation

   Convocation will be Monday, September 17 at 10:30 a.m. Soelle asked that a regularly scheduled date for convocation be identified so that adequate planning by the Public Exercises Committee and faculty can be made well ahead of time.

13. Agenda Item 9 - Festival V

   Sullivan will go ahead and get that on the wire this week.

COMMENTS

Young - No comments.

Neale - No comments.

Goode - No comments.

Buckley - No comments.
Soelle - A few years ago the university began charging a cultural fee. It has never been clear who has access to the funds and how to apply for that money. She asked for clarification on how the cultural fee is to be spent and how to request funds from it. Sullivan will ask John Sterling to explain this item at the next deans meeting.

Burgess - No comments.

Dawe - No comments.

Harrison - Carl Perkins money which is another technology fee. To date this money has only been devoted to the Technology Department students. Seems that we are at a point now that the university should take a university-wide look at the allocation of those funds. Sullivan stated that he feels it has been reasonably spent. He did not realize it could be applied somewhere else. Technology Department has been the one to always write the grant. Sullivan asked Buckley to look into that.

Adjourned 2:50 p.m.

At the informal meeting of the academic deans after the meeting the following items were discussed:

a. Deans requested that the "calendar page" which was in the old faculty handbook be re-instituted because it helped to provide discipline into the process followed by the departments. Sullivan asked for a copy of the page and he will review and redistribute it as part of the administrative process.

b. Deans requested the payment process and schedule for online development and delivery be simplified. Currently, it is an administrative burden with its various pay structures. They requested that the process follow something like the interactive video class delivery schedule where there is simply one payment for the service provided regardless of the faculty rank.

c. Soelle made an appeal to redefine the term "released time" to "reassigned time" as used on campus since in most campus the "released time" is actually reallocated to other campus or university functions.

d. A general discussion of "service learning" was held. Neale was asked to gather information regarding this program to insure that we are adequately preparing volunteers to go out to the public schools.