Council of Deans

Unapproved Minutes

August 12, 2002

Members:

Sullivan
Buckley
Burgess
Dawe
Goode
Harrison
Neale
Soelle
Young

Also Present:
Dr. Linda Dzialo

1. Agenda Item 1 - Dr. Charles Glassick Presentation

Dr. Glassick talked to the Council of Deans about various evaluation schema.

2. Agenda Item 2 - Faculty and Staff Meeting Procedures

Sullivan distributed the document, Tentative Order of Events, for the 2002 faculty and staff meeting on Friday, August 16. Sullivan went over in detail each item in the document. Discussion followed.

3. Agenda Item 3 - Library's Collection Development Policies and Procedures (Dr. Young)

Young stated there are two parts of collection development. One is selection of the materials and the other is

http://www.cameron.edu/uploads/1b/d6/1bd671bd64a8817422e85cb3dc3682a7/min081202.html
deselection. She stated that the Library is trying to be more thorough and careful with what they order, what they put in the collection and what they take out of the collection. The purpose of collection development is to maintain a current collection which meets the needs of the university. When they order books they are looking at book reviews and trying to make sure they select the materials that will enhance the collection. They are also removing items from the collection that are outdated. They have a very thorough procedure they go through to remove items from the collection. If the faculty have any questions about how the Library purchases items or removes them from the collection, she asked that they call her. Regarding serials, the main problem with them is the escalating expense. They are spending a lot of money on serials and that is a continuing problem. They are not adding new serials at this time and may need to cancel in the future. Young stated that she wants to encourage the deans to recommend book purchases. If there are any scholarly titles that the Library would profit from, then a request can be sent to her to purchase the items. Discussion followed.

4. Agenda Item 4 - Standard Basic Syllabus (Dr. Burgess)

Dr. Burgess asked to defer this item until a later meeting because of the time it will require to discuss this subject. Sullivan agreed to defer this item.

5. Agenda Item 5 - Extended Enrollment Periods - Spring, Summer, Fall (Draft) (HANDOUT)

Sullivan distributed a draft memo regarding extended registration periods. He stated that he will just talk about Spring at this time because that is the one that has to be put into the schedule quickly. Note that enrollment for Spring 2003 will be October 28 through December 20 and opens back up on January 2 through 10. Normally the cutoff of enrollment is earlier than that. There are two days in December (19-20) and two days in January (2-3) when faculty are not on campus. Faculty leave on December 18 and come back on January 6. Sullivan asked the deans to let him know how those days will be covered. Sullivan stated that Southeastern has an advisement center. Possibly that may be the way we eventually go, but in the meantime we need to have a way to handle this. Discussion followed.

6. Agenda Item 6 - Interim Drop Procedures (Draft) (HANDOUT)

Sullivan distributed a draft memo regarding review of enrollment drop requests. He would like the deans to review this draft and send him their comments. Essentially what is happening is that, unless we can get the schedule moved up, we are not going to have one piece of the customization package done that is necessary to identify those students who want to drop a course after we implement the new software from about September 24 to about October 15. We will not have the software in place that will automatically signal to the advisor that the student is receiving Federal assistance. Prior to the period of SBI installation (September 13-23) ITS will print a list of students who are receiving Federally funded assistance as of September 13 and provide a copy to each school. If, during September 13-23, a student wants to drop a class, the advisor will have to consult this list and the student will need to be advised to see the Financial Assistance Office if their name is on the list. After September 23 and prior to mid-October, it will be necessary for a designated advisor or advisors in each school to consult a second screen which will identify those students with Federally funded assistance and make the referral to the Financial Assistance Office. ITS will provide detailed instructions on how to access this additional screen. All of this pertains only to those students that want to process drops. All other enrollment and advisement functions should remain the same. Sullivan asked that each dean designate a person within their school who will be the central point of contact for reviewing drops during the period September 13 through probably about mid-October and provide that information to Goode and Dzialo. Discussion followed.
7. Agenda Item 7 - Student Technology Fee Projects

Goode distributed a document, Proposed Student Technology Fee Expenditures for 2002-2003. She stated that when we get into the actual spreadsheet, some of the numbers may not add up but told the deans not to get excited about that. It would be extremely helpful to her if the deans would review the labs that are within the different areas and provide input back. Not all the projects come out of Student Technology fees. She stated that the deans should not get concerned about the source of funding. She explained some of the items that might be confusing. Discussion followed.

8. Agenda Item 8 - Discussion of Emergency Procedures (HANDOUT)

Sullivan deferred this item to a later meeting.

9. Sullivan asked the deans to take a look at their add/drop and low enrollment reports.

COMMENTS

D. Goode - No comments.

Buckley - No comments.

Dawe - No comments.

Dzialo - No comments.

Harrison - No comments.

Neale - No comments.

Soelle - No comments.

Burgess - No comments.

Young - No comments.
Adjourned 2:26 p.m.