

DEANS COUNCIL

June 11, 2019

Minutes

The Deans Council met on Tuesday, June 11 from 8:30-10:00 a.m. in the Visual Arts Building, room 2015. Those present were Austin Agho (Chair), Jane Bray, Gail Dodge, George Fowler, Kate Hawkins, Elaine Pearson, Ben Stuart, Jeff Tanner, and Robert Wojtowicz. The following agenda items were discussed.

1. The May 14, 2019 minutes were approved.
2. Continue Discussion of Faculty Senate Issue AY18-13-F&G, Verifying Authenticity and Veracity of Documents and Information Submitted in a Packet/Portfolio for Annual Review

Kate Hawkins informed the Deans that the Provost has determined that the recommendation to verify the authenticity of information submitted for annual review will be returned to the Faculty Senate and to the Council of Chairs for additional review. Concerns have been raised regarding the timing of the review for authenticity, as well as who should share in the responsibility for such reviews.

3. Policies on Named Chairs and Named Professorships and Verification of Current Named Chairs and Professors

Kate Hawkins shared concerns expressed by several named chairs and professors about a lack of clarity in some instances regarding how endowment funds for named chairs and named professors should be spent. Each college should have an MOU providing direction regarding acceptable use of funds for each of their named chairs and named professors. Dr. Hawkins will work with the Office of University Advancement to ensure Academic Affairs has a complete set of MOUs.

4. MOUs for Joint Appointments

Kate Hawkins reminded the deans that there is a policy in the *Teaching and Research Faculty Handbook* on Joint Appointments requiring that an approved MOU be maintained for each joint appointment. It appears Academic Affairs does not have an updated set of MOUs for existing joint appointments. Kate will work with the deans to ensure we have updated MOUs for all of our joint appointments. In the future, Academic Affairs will add a code to the FacFile database to identify joint appointments. The deans asked for a template for an MOU for a joint appointment.

5. Ad Hoc Committee Researching Additional Potential Academic Affairs Policies

Kate Hawkins has been asked to serve on an ad hoc committee chaired by Jay Wright to determine what kinds of policies we don't have but should develop. For example, the university does not have *Handbook* policies addressing institutional affiliations and co-authorship, both of which we should have. She asked the deans to send her suggestions of any academic affairs policies regarding faculty that they feel we should have, but currently do not.

6. Deans Council Retreat

Austin Agho suggested the following as possible topics for the August 2 Deans Council retreat.

- Marketing and communication
- Five-Year Strategic Plan
- Faculty workload

He asked for suggestions for additional topics. Jane Bray suggested a discussion of the deans' role in development. She also suggested that each dean share their college's strategic initiatives and felt a discussion of processes or policies the deans have encountered that aren't working would be useful.

7. Policy for the Support of Program Development and Growth in an Online Delivery Format

Kate Hawkins distributed the Policy for the Support of Program Development and Growth in an Online Delivery Format. Specifically, she asked if our current practices are adequate to facilitate the development of online course content. In a related matter, she asked who should be responsible for making course content compliant with ADA guidelines; that is, should faculty be expected to be responsible to bring their own course content into compliance with ADA and if not, who should be responsible?

8. Announcements

- A. The revised Visiting Scholar/Volunteer Policy was included with the agenda and will be included in the July update of the *Teaching and Research Faculty Handbook*.