

DEANS COUNCIL

April 14, 2020

Minutes

The Deans Council met on Tuesday, April 14 from 8:30-10:00 a.m. via Zoom. Those present were Austin Agho (Chair), Jane Bray, Gail Dodge, George Fowler, Kate Hawkins, David Metzger, Brian Payne, Elaine Pearson, Kent Sandstrom, Ben Stuart, Jeff Tanner, Bonnie Van Lunen, and Robert Wojtowicz. The following agenda items were discussed.

1. The March 10, 2020 and March 23, 2020 minutes were approved.

2. Summer Sessions and Online Classes

Austin Agho reported that enrollment for summer is up slightly. However, both headcount and FTE are down for fall. The deadline for students to accept admission for the fall has been extended.

3. Faculty Senate Issue AY19-18-F, Timing of Teaching Portfolio Reviews for Clinical Associate Professors and Clinical Full Professors, and Faculty Senate Issue AY19-19-F, Timing of Teaching Portfolio Review and Performance Review for Faculty of Practice

Council members approved the recommendation from the Faculty Senate regarding the timing of teaching portfolio reviews for clinical associate professors and clinical full professors. The policy on the Evaluation of Teaching Effectiveness section on Peer Review of Portfolio does not include information on the frequency of reviews for clinical associate professors and clinical full professors. The proposed revision adds language to the policy to specify that the portfolio review for clinical associate professors and clinical professors will take place every three years. This language is consistent with the portfolio review schedule for lecturers and master lecturers.

Council members also approved the Senate's recommendation regarding the timing of teaching portfolio reviews and performance reviews for faculty of practice. Similar to clinical associate professors and clinical full professors, the policy on the Evaluation of Teaching Effectiveness section on Peer Review of Portfolio does not include information on the frequency of reviews for faculty of practice. The proposed revision to the policy adds language to specify that the portfolio review for faculty of practice will take place annually. In addition, the policy on Reappointment/Annual Review or Nonreappointment of Faculty does not include specifics on the annual review of faculty of practice. The proposed revision adds language to the policy to state how the annual review for faculty of practice will be conducted.

The revisions to the policy on the Evaluation of Teaching Effectiveness and the policy on Reappointment/Annual Review or Nonreappointment of Faculty will be forwarded to

President Broderick for approval. If approved, the revisions to the policy on the Evaluation of Teaching Effectiveness will be included in the next update of the Teaching and Research Faculty Handbook, and the revisions to the policy on Reappointment/Annual Review or Nonreappointment of Faculty will be presented to the Board of Visitors for review at their June meeting.

4. Information Item: Faculty Senate Issue AY19-11-F, Participation in Committee Deliberations Prior to Voting (Issue Terminated)

The recommendation from the Faculty Senate to terminate the issue on participation in committee deliberations prior to voting was included with the agenda for information purposes.

5. Information Item: Faculty Senate Issue AY19-7-A, Addition to Syllabus

The recommendation from the Faculty Senate against making the change proposed in the issue on addition to syllabus was included with the agenda for information purposes.

6. Faculty Senate Issue AY19-14-I, Accurate Major Counts

Council members discussed the recommendation from the Faculty Senate about major counts. The Deans understood the concern and agreed to focus more on headcount and FTE numbers and take second majors into account in decision-making processes. The Council's recommendation will be forwarded to President Broderick.

7. Graduate Program Director Revisions

Robert Wojtowicz described the proposal to add two new passages to the Graduate Program Director Policy under the section titled Duties and Responsibilities: (1) Thesis and Dissertation Coordination and (2) Certifying Students for Graduation. The insertions make explicit two additional duties/responsibilities already being performed by graduate program directors (GPDs). In addition, the language about certifying students for graduation was requested specifically by the Office of the University Registrar in response to an audit of policies and procedures impacting its operations.

Council members approved the proposed changes. They will be forwarded to President Broderick for approval when the formal recommendation from the Faculty Senate is received.

Several of the Deans asked about including a process to handle disputes that may arise between GPDs and graduate faculty. Dr. Wojtowicz said that the members of the Graduate Administrators' Council declined to include specific wording in the latest revision, defaulting instead to existing language in the Teaching and Research Faculty Handbook

policy, which states that the graduate program director shall serve at the pleasure of the chair or appropriate administrative supervisor. Thus, the standard process and reporting structure should be used in mediating any administrative dispute; that is, graduate program director to chair/appropriate administrative supervisor to dean/designee to provost/designee. Dr. Wojtowicz will remind the members of the Council of their decision at their next meeting.

8. Availability of Distance Learning to Help Colleges in Recruiting Faculty

Kate Hawkins reminded the Deans that Andy Casiello and Distance Learning are available to assist in finding adjunct faculty to teach online courses.

9. Course Cancellation Request Form

Elaine Pearson demonstrated the new Course Cancellation Request Form. The form will be used to cancel classes instead of emails currently sent to the Registrar's Office when classes are cancelled. A group consisting of Ms. Pearson, Renee Felts, Kate Hawkins, and Brian Payne will review course cancellation requests. If a request is denied, Dr. Hawkins will communicate with the chair and Dean to resolve any issues.

Jeff Tanner asked if there is a deadline by which faculty must decide whether they are going to teach summer classes. The consensus was that faculty should make the decision no later than a week before the start of classes and preferably two weeks.

10. Announcements

A. Austin Agho made the following announcements.

- Weekly meetings will be scheduled with the Deans to discuss issues and stay abreast of the current situation. Agendas may not be necessary, but any requests for agenda items for these meetings may be submitted.
- The five-year Strategic Plan has been suspended.
- President Broderick has asked that no new faculty appointments be approved except for positions in STEM and the Tech Transfer Initiative (TTI). Interviews may be held but we may not be able to make offers. Dr. Agho will make the case to fill positions in addition to STEM and TTI on an individual basis.
- SCHEV staff accepted the University's recommendation to discontinue four academic programs and asked why we did not recommend closure of the B.A. in Asian Studies. Austin Agho and Kent Sandstrom will make the case to SCHEV to keep the program.

- The search for the Dean of the College of Engineering and Technology is on hold. Dr. Agho will talk with the four finalists in the next week.
 - Dr. Agho will meet with faculty in the College of Education and Professional Studies to discuss next steps for the college and answer questions.
 - Dr. Agho is working with the Faculty Senate to develop an alternate student opinion survey for this semester. The feedback received will not be used for tenure and reappointment decisions.
- B. Kate Hawkins reported that there was concern expressed by some faculty about the changes proposed to the tenure and promotion schedules that are designed to give review committees more time to deliberate. One concern was that publishing the changes in the July Teaching and Research Faculty Handbook update would be too late to notify faculty to enable them to be prepared for the new dates. Instead, the original dates currently published in the Handbook will be used for the 2020-21 academic year. The new dates will also appear in the Handbook update, but it will be made clear that the new dates will be used for the 2021-22 academic year and thereafter, not for the 2020-2021 academic year.