

DEANS COUNCIL  
February 14, 2023  
Minutes

The Deans Council met on Tuesday, February 14 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Laura Delbrugge, Tammi Dice, Gail Dodge, Ken Fridley, Tim Hackman, Kate Hawkins, Ken Kahn, David Metzger, Brian Payne, Bonnie Van Lunen, and Robert Wojtowicz, The following agenda items were discussed.

1. The January 10, 2023, minutes were approved.
2. Faculty Senate Issue AY22-25-A Proposal for a New Minor Degree Program in Engineering Solutions for Climate Adaptation and Resilience

Deans Council members discussed and approved the recommendation from the Faculty Senate for a new minor in Engineering Solutions for Climate Adaptation and Resilience. The recommendation will be forwarded to President Hemphill.

3. Faculty Senate Issue AY22-17-G Policy on Emeritus/Emerita Appointments

Deans Council members discussed and approved the recommendation from the Faculty Senate for changes to the policy on Emeritus/Emerita Appointments. The recommended changes originated with the Deans Council and are intended to provide clarification and make the policy current. The changes were approved by the Senate with editorial changes. The recommendation will be forwarded to President Hemphill.

4. New College-Based Practice for Annual Reviews of Adjunct Faculty Members

Kate Hawkins informed the Deans that, according to policy in the Teaching and Research Faculty Handbook, adjunct faculty should receive a teaching portfolio review during the academic year in which they teach. This review needs to be documented. Department chairs are responsible to ensure the reviews are completed in compliance with processes described in the Handbook. The teaching portfolio reviews and any additional evaluations of adjunct faculty instruction must be archived for subsequent reviews, such as for accreditation. The Deans agreed to maintain the reviews for adjunct faculty at the college level.

5. Deans' Letters for Tenured Faculty Annual Review

Kate Hawkins noted that the Teaching and Research Faculty Handbook does not require that the Dean write a letter for tenured faculty annual reviews, although the Dean may choose to write a letter in some instances. As part of the workflow, the Dean is required to concur or not concur with the department chair's evaluation. If the Dean does not

concur, the reasons why must be noted, either by commenting in the text box or by uploading a letter. Some tenured faculty may expect a letter. In order to manage faculty expectations, Deans Delbrugge and Dice sent an email to their chairs to be sent to faculty explaining that tenured faculty will not routinely receive a letter from the Dean for their annual review. They will share the email with the other Deans.

Dr. Hawkins added that faculty can take a screenshot of the comment box in workflow, but the contents of the text box cannot be downloaded. Faculty can also go back in their workflow history to locate previous reviews.

#### 6. Proposal to Change Standard Class Times for Online Synchronous Courses

Brian Payne discussed a proposal from Digital Learning to change the standard class times for online synchronous courses. For distance learning classes, five minutes between the 3:00-4:15 and 4:20-5:35 (or 4:20-7:00) timeslots is not enough time for the CODECs to start and stop. This is also often not enough time for on-campus students to get to class if they are taking classes in both timeslots. A proposal to change the standard timeslots for both on-campus and synchronous classes after the 3:00-4:15 timeslot will be submitted to the Faculty Senate for review.

#### 7. Contract Period, Payment Options, Leave Payouts, and Bridge Contracts for Department Chairs

The Deans reviewed the minutes from the February 13 Academic Affairs Leadership Team meeting about the contract period, payment options, leave payouts, and bridge contracts for department chairs and made several updates. The minutes will be revised and sent to the Deans for discussion in the colleges. This issue will be discussed at the next meeting following the discussion in the colleges.

#### 8. Closed Online Courses Report for Summer 2023

This topic will be discussed at the next meeting.