

DEANS COUNCIL
October 10, 2023
Minutes

The Academic Affairs Leadership Team met on Monday, October 2, 2023, from 1:00-2:00 p.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Luanne Bowman, Laura Delbrugge, Tammi Dice, Gail Dodge, Ken Fridley, Tim Hackman, Ken Kahn, Brian Payne, Yvette Pearson, Bonnie Van Lunen, and Robert Wojtowicz. Jaime Hunt and Brandi Hephner LaBanc attended as guests. The following agenda items were discussed.

1. Student Communication Task Force

Jaime Hunt and Brandi Hephner LaBanc met with the Deans Council to discuss the formation of a Student Communication Task Force. The primary objective of this initiative is to enhance the communication and engagement experience for incoming students from the moment they confirm their enrollment through their first year. The Task Force will be charged with the following.

- Audit current communications
- Establish coordinated communication efforts/campaigns
- Map the incoming student journey
- Offer the personal/family experience
- Set goals and report outcomes
- Efficiencies and collaborations

Dr. LaBanc and Ms. Hunt presented a list of suggested members to serve on the Task Force. They asked Deans Council members to review the list and provide feedback on whether the right people are listed. Gail Dodge suggested that faculty be informed about the communications students will receive. Bonnie Van Lunen added the importance of involving advisors and making them aware of key events and communications.

2. Status of Approved Positions

Luanne Bowman shared the E&G FY2024 Strategic Budget Planning Full-Time Position Worksheet. The list contained the strategic positions Academic Affairs asked for last year and the status of each.

3. Audit Issues

Luanne Bowman discussed several issues that have been identified by the University Audit Department.

- Improvement is needed in approving Web Time Entry (WTE) reports.

- Luanne Bowman will run a list for the Deans showing the entries that were not approved.
 - Austin Agho asked the Deans to do everything possible to increase the WTE approval rate in spite of the system used for these approvals.
- Some new employees are not completing all of the mandatory training.
 - Luanne Bowman will send the Deans a list showing employees who have not completed the training.
- The auditors have asked about inconsistencies in overload pay.
 - Several of the Deans described their workload guidelines for overload pay.
 - Luanne Bowman asked the Deans to send their workload/overload policies to her so they can be sent to the University Audit Department.
- Evaluation of adjunct faculty is also an issue.
 - Yvette Pearson will have access to the evaluation files so she can spot check whether evaluations are being done.
- There are outstanding reconciliation accounts.
 - Luanne Bowman is working to simplify the process.
 - Austin Agho noted that this has been an outstanding issue since 2020 and asked the Deans to use what we have to address the issue so we are in compliance.