

DEANS COUNCIL
December 14, 2021
Minutes

The Deans Council met on Tuesday, December 14, 2021, from 8:30-10:00 a.m. in the Koch Hall Board Room, room 2014. Those present were Austin Agho (Chair), Tammi Dice, Gail Dodge, Stuart Frazer, Kate Hawkins, Khan Iftekharuddin, Jonathan Leib, David Metzger, Jeff Tanner, and Robert Wojtowicz. The following agenda items were discussed.

1. Approval of the November 9, 2021, Minutes

The November 9, 2021, minutes were approved.

2. Faculty Senate Issue AY20-33-C Revisions to the Graduate Catalog Policy on Additional Graduate Degrees and Concentrations

Robert Wojtowicz presented the recommendation from the Faculty Senate for revisions to the Graduate Catalog policy on Additional Graduate Degrees and Concentrations. The Deans suggested several revisions. Dr. Wojtowicz will consult with the Graduate Administrators Council on the additional revisions and report back to the Deans Council following their review.

3. Faculty Senate Issue AY20-34-C Revisions to the Graduate Catalog Policy on the Responsible Conduct of Research

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the Graduate Catalog policy on the Responsible Conduct of Research (RCR). The revisions make it clear that the RCR policy does not apply to non-degree-seeking students pursuing a graduate certificate and non-degree-seeking students outside of a licensure program. The revisions will be forwarded to President Hemphill for review and approval.

4. Faculty Senate Issue AY21-13-B&C Guidelines and Procedures for Grade Adjustments for Non-Academic Reasons

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the Guidelines and Procedures for Grade Adjustments for Non-Academic Reasons. The revisions add language to specify the procedure for handling grade changes when the original instructor has left the University and/or is no longer available. In addition, some of the procedures in the policy have been revised to reflect current practice. Council members suggested one revision, which is to add the program director as a contact for students since some programs are not located within an academic

department. The revisions will be forwarded to President Hemphill for review and approval.

5. Faculty Senate Issue AY21-14-B&C System of Grading

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the System of Grading policy. The revisions add language to specify the procedure for handling grade changes when the original instructor has left the University and/or is no longer available. Council members suggested one revision, which is to add the program director as a contact for students since some programs are not located within an academic department. The revisions will be forwarded to President Hemphill for review and approval.

6. Faculty Senate Issue AY20-31-G Overly Narrow Definition of Lecturer Role

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers. The current definitions of lecturer, senior lecturer and master lecturer are too narrow to include the full range of responsibilities that are now frequently assigned to these non-tenure-track faculty. The revisions are intended to include a broader range of assigned responsibilities for these faculty by removing the word “predominantly” from the role definition. Also, in order to be consistent with the Faculty Teaching Load policy, language has been added to specify that department chairs must provide lecturers, senior lecturers and master lecturers a copy of their workload apportionment each semester that is reviewed and approved by the college dean and forwarded to the provost and vice president for academic affairs. The revisions will be forwarded to President Hemphill for review and will be presented to the Board of Visitors upon his approval.

7. Faculty Senate Issue AY21-7-F Unsuccessful Application for Position Conversion-
Approved as amended

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the policy on Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position and the policy on Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position. The revisions to both policies make it clear that faculty members whose conversion was denied will remain in their current position. The revisions will be forwarded to President Hemphill for review and approval.

8. Announcements

A. Face-to-Face Classes for Full-Time Freshmen

- Brian Payne made the Deans aware of the desire to have as many face-to-face courses as possible available for first-time freshmen for fall 2022 with the hope of minimizing their ability to take online courses. He asked the Deans to work with department chairs to make sure they schedule enough face-to-face courses as they develop their fall schedule. The goal is to have at least 70% of all classes scheduled in person with a higher percentage of 100/200 level classes scheduled in person.
- B. Austin Agho reported on his conversation with September Sanderlin about the length of time it takes to receive feedback from Human Resources (HR). She replied that the office is short staffed plus approvals from HR require approval from the Budget Office and that office is also short staffed. It would help if Academic Affairs requests could be centralized through Nina Gonser with high priority requests highlighted. Kate Hawkins noted the need to pay higher salaries across the board. Dr. Agho added the President Hemphill has asked Ms. Sanderlin to conduct a campus-wide salary review.
- C. Austin Agho expressed the need for a written policy to serve as guidance on responding to requests from tenure-track and tenured faculty who want to relocate out of state. He will draft a policy to be reviewed by Deans Council and then forwarded to the Faculty Senate.
- D. President Hemphill has asked how tutoring is provided on campus. The Deans responded as follows.
- The College of Sciences provides in-person at four locations.
 - The Writing Center provides some of its tutoring on campus.
 - The School of Accountancy has added in-person tutoring.
 - The Office of Academic Success Initiatives and Support has moved some tutoring online but also provides in-person tutoring.
 - Depending on the class and the availability of a tutor, the tutoring may need to be provided through Tutoring.com.
- E. President Hemphill has asked that we revisit the issue of students who live on campus being allowed to take online courses. Council members felt that consideration should be given to returning to the previous policy that placed restrictions on students' registration depending on their campus type before registration begins for fall 2022. Austin Agho will discuss the issue with John Sokolowski.
- F. Kate Hawkins asked for input on whether to change the language on the workflow for evaluation of tenured faculty to note whether there are serious deficiencies in the faculty member's performance. There is a need to track deficiencies somehow since a deficiency noted for two consecutive years requires an in-depth evaluation that could lead to post-tenure review. Several of the Deans expressed concern about the

lack of a clear definition of serious deficiency. There was also concern about who would need to identify the deficiency; that is, just the chair, just the dean, or the dean and the chair. Dr. Hawkins will follow up with the Deans to try to identify a path forward. She will discuss the issue further with Austin Agho following the consultation with the Deans.