Deans Meeting -DRAFT

Monday, June 18, 2018

Sanford

Dr. Crafton, Dr. Gantner, Dr. McCandless, Dr. Gagnon, Dr. Lok-out Dr. Payne, Dr. Hoff, Dr. McIntyre, Dr. Schuessler, Dr. Overfield-out, Dr. David Newton-out, Dr. David Jenks, Dr. Donohoe, Dr. Clay, Chris Huff, Lucretia Gibbs, Sonya Adams

Dr. Crafton welcomed all. Reviewed current meetings this week the Provost will be attending.

- **Retreat Agenda-Crafton**-July 30-31st at Callaway Gardens
  - Crafton’s 2 Year Plan-Academic Enhancement Agenda Undergraduate first year and Graduate second year including LEAP, G2C, CCG
  - Diversity and inclusion Work
  - How Provost’s plans intersect with the deans’ plans
  - Fund raising
  - Budget Development to include eTuition
  - Engage West Survey
  - More can be added later

- **Provost Symposium/LEAP Summit/LEAP West- Crafton**-current faculty, some from Student Affairs, Advancement will send someone, someone from the Board will attend, Provost and Chancellor from UW Whitewater will speak, will be in Newnan for a day and a half, September 28th will be a campus wide Symposium

- **Fall Schedule-Crafton**-see handout
  - One question was asked about the General Faculty meeting and if we would have tables like last year? Yes-Crafton

- **EW Roll Out Town Hall for Academic Staff**-this Wednesday at 2 pm

- **Executive Leadership Retreat Agenda-Crafton**-see handout, send ideas to Dr. Crafton, one idea was more breakout meetings

- **Next Meetings- Crafton**- we will not meet June 25th and July 1st due to schedules, July 16th will be our next meeting

- **Course Evaluations and Exam Scheduling Dr. Gantner**-ITS asked us to take over, it is a simple process now. This will be moved into Academic Affairs this summer. The Testing Office in Strozier will house the large scanner. You will need to designate two people in the dean’s office that do not have faculty status to run the reports. ITS will train the ones scanning. This should not be much of a burden per ITS. ITS also scans some exams. We are looking at COSM and COAH that will need to have these scanners purchased to scan their own exams. The Provost can purchase the scanners, but we will need to purchase today for the exams scanning. The transfer of responsibility will be complete by the end of July. RCOB would like to adjust the SAS program that produces the formatted output. All deans must agree to RCOB’s proposed changed prior to revising the SAS program. The goal would be to make to the SAS training such as results in Excel, tabs, formats, etc.... more user friendly. The deans’ offices will now receive the faculty evaluations. The colleges will be responsible for the management, you may have the option to depend on the departments to assist with the scanning. ITS will reach out to set up training. AA’s areas will be scanning all summer semester.

- **Summer Course Fees and Distribution**-Dr. Hoff-the true ups are getting later and later. She has spoken with Liz Baker directly. The same problem is with eTuition. What if Rick Sears sets the timelines? We should review the policy. Maybe move the deadlines. It is just so late for spending. We do have an option this year to spend the Fund 10600 Course Fees from the VPAA’s account, if related to course fee expenses.

- **Other-Calendar-Hoff** go back to on line education session for 7 weeks. The proposal will be sent in writing. This would be possible for face to face. Mid May-July, possible increase enrollment for summer, payroll will be Session II

- **Fund Raising Goals for Score Cards-Crafton-handout**-general discussion to link to the score cards, which numbers. It may be more beneficial for us to discuss further on individual basis
• **New Shipping Rules**-McCandless-will our items be shipped back? The announcement was we should stop having packages shipped to the University that could be considered personal. They will scan the barcode to determine if shipped personally. For example if you purchase a book from your own funds but related to your work, they may get sent back? Dr. Gantner and Dr. Jenks will check into this and ask Rick to send information out
  - **Specific Texts in Open** Educational Resources, the goal is to have one degree in ORL, for example this related to eMajor. OER was a major push with one major. It is not the entire ORGL degree, UWH has the public service concentrations.

• **New Nexus degree-Crafton**-will send more information 18 hours that can be embedded into a degree program.

• **Internal Audit Report between ORSP and Foundation accounts set up**-Crafton will send information. Community Foundation is an example