Deans Council Meeting Notes  
October 1, 2018  
Sanford Hall Conference Room  

Attending: Jenks, Overfield, Newton, Hoff, McCandless, McIntyre, Lok, Donohoe, Sheppard, Gagnon, Capponi for Schuessler, Gibbs, Adams

- **Sl: 4 Announcements, Information Sharing and Calendar Reminders**
  - LEAP-first summit was last Friday, great turn out, great feedback. All were thanked. LDI will be similar.
  - Executive Leadership is this Friday-retention will be key focus. One idea submitted from the LEAP summit was more freshmen on FWS.
  - Honors College is expanding the SRAP program to include summer. Donohoe will send more information.
  - It was noted that Early Alert was not helpful with retention in 8 week courses since they are almost over with before the Early Alert date.
  - STEM Festival-was an astounding success.

- **Sl: 4 Budget**
  - **Course Fees** are on the same schedule as always, 95% are preloaded in budgets as of July 2018, the balance will be after the true ups fall census date (October 8th).
  - **eTuition**—UG eTuition growth (July and Fall true ups) are estimated at $1.03 million in UG growth, about $900k will be held centrally since this is actual growth and commitments should not have been booked against the growth. Colleges and Departments have annual allocation loaded in your FY2019 budgets prior to the growth available. If there are needs in Academic Affairs after exhausting current funds, we can make a request against central for additional funding. The graduate eTuition is available for AA to distribute, but we should also discuss the distribution model to prepare for next year. We do have the option to hold some of the graduate eTuition for more possible summer growth above last year’s CY2018. We may need to have a plan to fund summer growth (faculty salaries and fringe costs). If we plan as a group to retain $$ for summer and there is no growth, we must also plan for other end of year needs.
  - Discussions about the further eTuition distribution models should include those at the departmental level and deans’ level. Deans expressed concerns with possible midyear changes and the communication of these changes.
  - **Pay-as-you-go distribution from summer 2018** AA is almost ready to distribute, we are about $20-$30k off balancing with the Budget Office. The funds are coming back to AA and the funds will be moved to the colleges. Estimates are:
    - THSON-$20K
    - COAH -$50K
    - COE-$120K
    - RCOB-$100K
    - COSM-$75K
    - COSS-$105k
  - The entire team will need to address graduate eTuition and how it will be distributed in the future. It was noted the problem with eTuition going away is that our operational budgets have not been increased in many years and eTuition was filling this gap. Dr.
Jenks confirmed we will always fund instructional costs for a class that is supporting growth.

- **New FY2020 Requests** are still in process. The requests will be shared as soon as complete. The Provost and AVP’s are working on the actual budget narrative and will share as soon as it is complete.

- **SI: 4 Library** – Beth Sheppard
  - Upcoming construction project IT Help Desk- (Oct 12-Nov 13) -- Some impact to students related to noise level
  - Deployment of UWG phase of Regents Library Project of Open Athens authentication will start in November (this is the authentication system used behind the single sign-on login for library databases.
    - It doesn’t affect single sign-on itself. Everything will look and function exactly the same when one logs onto a database.
    - In terms of links embedded in Course Den it will initially be invisible to patrons and faculty from November-May when dual systems are running simultaneously. During this period the Library will be in constant communication with faculty, encouraging faculty to use the new database URLs for embedded links in new Course Den courses/materials and to begin modifying any existing direct links in older Course Den modules.
    - In approximately May, we will switch completely to the new system. If the older links have not been modified by then, some links to resources in courses in Course Dean may appear broken.
    - The Library will be communicating to the wider campus and the faculty soon and regularly so faculty will be prepared for the change. Library Liaisons will stand ready to assist as well.

- **Other**
  - **Promotion and Tenure dates** are due as usual and are not effected by fall break. Clarification of the signed document is needed. Jenks will follow up with Suzanne and Tara in IEA our Records Officer and update the group. You will need to give Dr. Crafton, Suzanne Garrett and Teresa Ock permission to view the online submissions.
  - We need to look at updating the **process changes in the Faculty Handbook** such as faculty evaluation scanning and promotion and tenure documents that are now on line.