

Academic Affairs Dean's Meeting
Minutes
January 24, 2017
10:00 a.m. – 11:00 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Jeff Stewart (Provost and Vice President of Academic Affairs)
Dr. Eileen DeLuca
Dr. Marie Collins
Dr. Martin McClinton
Dr. Larry Miller
Dr. John Meyer

Others: Barbara Miley

1. Degree Audits/Advising
 - a. We continue to have students get to final semester and discover gaps in course work
 - b. Deans need to have departmental advisors look at upcoming graduating students, prior to graduating semester, and make sure all requirements have been met
 - c. Run degree audits regularly and review with students
 - d. Important to make sure advisors have proper systems access to run degree audits
2. Follow-up to Meeting with Trustee Chapman
 - a. Discussed what took place at Governor's meeting
 - b. Please coordinate with Provost Stewart if a meeting is needed with a Trustee
 - c. Possible 10% funding reduction in upcoming State budget
 - d. No budget information has been released
 - e. Possible tweak to performance funding model
 - f. Possibly going to a 100% graduation rate rather than 150%
 - g. Two bills related to higher education have been filed; committees beginning to work on the specifics
3. Follow-up on Curriculum Processes and Syllabi Responsibilities
 - a. Reviewed new course syllabus template
 - b. Faculty need to use for development of new syllabi
 - c. Updating syllabi

- i. Changes will go through Curriculum Committee
 - ii. Once approved schools will update/upload on the Document Manager
 - iii. Need to determine who will be designated in the schools to update/upload syllabi
 - iv. Deans are to send list to Eileen by Friday (January 27, 2017)
4. Update on Chair/Coordinator Model Work Group
- a. Two meetings held so far
 - b. Working on developing purpose, strengths/weaknesses of the model, and operating language
 - c. Operating under 2013-2016 CNA for Chairs/Coordinators
 - d. Will begin to work on evaluation process for faculty, scheduling, and how best to support faculty college-wide
 - e. We need clarity in deciding how to move forward college-wide
 - f. Other issues being explored
 - i. Whether or not to have summer duties for Chairs/Coordinators and how best to manage
 - ii. How much administrative work can be assigned when they are not on a 12 month contract
5. Attendance Verification
- a. Deadlines are on College Calendar
 - b. Faculty need to be reminded even in the absence of the college-wide notification
 - c. Important for academics and Title IV funding
6. Faculty Evaluation
- a. New process that is evolving
 - b. Goals can be changed and a good area for meeting with faculty about
 - c. Deans need to make sure Narrative language/feedback reflects where Expectations fell

The meeting adjourned at 11:00 a.m.