

Deans Council Minutes
July 14, 2014
3:30 PM
611 Allen

Members Present: Jerry Gilbert (chair), Elton Moore (for Richard Blackburn), Steve Brown, Tim Chamblee, Bob Wolverton (for Frances Coleman), John Dickerson, Greg Dunaway, Haley Grantham, Rich Meiring (for Kent Hoblet), Julia Hodges, George Hopper, Jason Keith, Joan Lucas, Kevin Rogers (for Sharon Oswald), Mike Rackley, Peter Ryan, Chris Snyder, Jim West.

Others Present: Katie Echols, Judy Spencer, Steve Taylor.

Minutes taken by: Martha Thomas.

1. Upon a motion by George Hopper and second by Jason Keith, the minutes of the June 2, 2014, meeting were approved unanimously with no edits.
2. Announcements:
 - a. Jerry Gilbert shared the Freshman Convocation coin and discussed plans for the event. He stated that faculty are invited but not required to attend and additional information would be shared with the deans.
 - b. Dr. Gilbert asked for feedback regarding the proposal which would require a fee for all visitor parking (under the current guidelines, the first day of visitor parking is free). The deans indicated displeasure at the proposal.
 - c. Dr. Gilbert discussed the possibility of having an ombudsperson at the university, an individual or individuals who would refer advice-seekers to the appropriate office or individual.
 - i. Joan Lucas stated that she has not yet looked into the idea but that the positions at other universities are effective at resolving employee complaints.
 - ii. Judy Spencer expressed concern regarding the ombudsperson possibly experiencing burn-out due to not being able to solve problems.
 - iii. George Hopper asked if there was enough of a need to justify the creation of the ombudsperson position. Dr. Gilbert indicated that he was thinking of this as a part-time position and that there have been a number of EthicsPoint complaints that may not have been filed if the individual filing the complaint had spoken with someone about the concern.
 - iv. There was discussion regarding Title IX. Dr. Gilbert stated that it is the duty of employees to listen to anyone who wants to report a Title IX complaint and refer them to Judy Spencer who is the current Title IX officer.
 - d. Dr. Gilbert discussed a recent audit of the Office of the Provost and Executive Vice President conducted by the Office of Internal Audit which resulted in the following:
 - i. A recommendation that the academic administrator training become mandatory for every department head and dean in the Division of Academic Affairs. Dr. Gilbert stated that a statement will be added to the AOP governing three-year reviews that the

- administrator will sign a statement indicating that he/she has made him/herself aware of recent policy changes.
- ii. A recommendation that all new academic faculty participate in New Faculty Orientation.
 1. There was discussion regarding whether a college could conduct its own faculty orientation. Dr. Gilbert stated that it would be okay to do so in addition to the university-level orientation.
 2. Dr. Gilbert stated that this requirement would be in place in July of 2015.
 - iii. A recommendation that a system be put in place to ensure primary and secondary instructors are adequately informed of their responsibilities and agree to those responsibilities.
 - e. Dr. Gilbert announced that his office would be moving to Lee Hall at the end of the week and that Deans Council will begin meeting in the President's Conference Room on the fourth floor of Lee Hall.
3. AOP 11.01 – Shackouls Honors College, Division of Academic Affairs:
 - a. **Upon a motion by Peter Ryan and second by Jim West, the AOP was approved unanimously with no corrections.**
4. Syllabus Template:
 - a. Dr. Ryan shared a sample syllabus template that had been developed through the Center for Teaching & Learning and Associate Deans Council to serve as a guide for syllabus development. Dr. Ryan stated that there is some required information on the template and some suggested information.
 - b. There was a suggestion to add the day, time, and location of class meetings.
 - c. There was discussion regarding students' desire to have additional information about courses before signing up for the class.
 - d. Dr. Hopper asked whether the Faculty Senate or UCCC had examined the template. Dr. Gilbert asked that Deans Council tentatively endorse the template pending approval by the Faculty Senate.
 - e. Greg Dunaway asked for clarification – that the only thing being asked of the Deans Council was whether to put the template on a website as a resource. Dr. Gilbert indicated that this was correct.
 - f. **Upon a motion by Dr. Dunaway and second by Chris Snyder, Deans Council tentatively endorsed the template pending approval by the Faculty Senate.**
5. Other Items:
 - a. Dr. Hopper shared the sad news that a student had passed away and that his college was making arrangements to provide the degree to her family.
 - b. Dr. Dunaway expressed concern that the UCCC was offering training on an automated course proposal system prior to the start of the 9-month contract year. Dr. Gilbert asked that John Dickerson communicate that concern to the UCCC chair. Dr. Dickerson stated that he would and explained that he hopes the system will aid in the course proposal process.
 - c. Ms. Spencer asked that new faculty hiring paperwork be submitted as soon as possible.

- d. Dr. Gilbert announced the fall meeting of the department heads on Monday August 11 at 4:00 PM in Rogers Auditorium and asked for information about any conflicts.
6. There being no further business, the meeting was adjourned at 4:16 PM.