

**Associate Deans Council Minutes**  
**September 13, 2006**

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Mark Binkley, Dave Boles, David Bridges, Louis Capella, Robert Cooper, Diane Daniels, Scott Maynard for Luther Epting, Kay DeMarsche for Jane Greenwood, Clyde Herring, Harry Llull, Nancy McCarley, Sue Minchew, Dinetta Karriem, Gary Myers, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, Butch Stokes, Mike White, Bill Person, Nancy Reichert, Robert Green.

Dr. Gilbert called the meeting to order at 1:30 p.m. in 611 Allen Hall.

1. Consideration of the Minutes:

The minutes of the August 9, 2006 meeting were approved as submitted.

2. Chairperson's Report:

- Dr. Gilbert passed out final forms of evaluations for different class formats to use this fall. Tom Carskadan has presented these questions to the Provost in a different format. The Provost will then in turn present them to the Executive Council of Faculty Senate. There will be a new system of creating these forms that allows us to sufficiently process them. A barcode will be on the new forms so we can link the forms back to a particular class. There is also the potential to use this for web based evaluations. Each class would have a unique password. The on-line version will not be used this fall, but it may in future semesters.
- There has been a request from Wes Ammon to reinstitute the Academic Advising Task Force. Each college will be represented. The advising on campus needs to be more consistent and the hope is that the Task Force will help.

3. Academic Operating Policy:

AOP 13.05- Faculty Grievance Procedures

- This AOP had been tabled at the 08/09/06 meeting. A motion was made to bring it back up for review. Dr. Reichert rewrote the policy taking in to consideration comments and suggestions from the Associate Deans Council. After some editorial changes were discussed, motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 13.07- Academic Promotion and Tenure Policies and Procedures

- A motion was made at the 08/09/2006 meeting to bring this AOP back up for review at today's Associate Deans Council meeting. Dr. Gilbert has revised the document to reflect where copies of the Promotion and Tenure document can be found, both in paper and on-line format. A discussion ensued about where the Promotion and Tenure document should be housed. Originally it was in the Faculty Handbook. A

question was raised as to whether or not ITS could make a link on the Faculty Senate homepage and the Office of the Provost's homepage to the most recent version of the document. Dr. Gilbert proposed a stand alone webpage, where the Provost's office maintained the site, and took recommendations from the Faculty Senate. After further discussion, no motion was made. Dr. Gilbert will follow up with Don Zant and Faculty Senate.

4. Career Center Update: Mr. Scott Maynard

The job outlook for new graduates is very promising. On-line recruiting is up. Career Day is next Tuesday, the 19<sup>th</sup> of September. The Career Center is asking that faculty encourage students to attend Career Day as they are having trouble filling their interview schedule for companies that are coming in. Two-thirds of employers now recruit in the fall semester for December, May and August graduates. There will be a specialized career fair in October for graduate students.

5. Other Business:

- Harry Llull announced that the library will be holding a workshop for new faculty on Tuesday and Wednesday, the 19<sup>th</sup> and 20<sup>th</sup>. Please encourage new faculty to attend.

The meeting was adjourned.