

Deans Council Minutes
February 5, 2018
1:30 PM
Presidents Conference Room, Lee Hall

Members Present: Judy Bonner, Richard Blackburn, Frances Coleman, Terry Dale Cruse, Randy Follett, Kent Hoblet, Julia Hodges, George Hopper, Jason Keith, Sharon Oswald, Allison Pearson, Peter Ryan, Chris Snyder, Rick Travis, Jim West

Others Present: Tim Chamblee, John Dickerson, Teresa Gammill, Steve Parrott, Susan Seal

Minutes Taken By: Dinah Jenkins

- I. After Dr. Bonner called the meeting to order she asked for a motion to approve the minutes of January 8, 2018. After review with no corrections or objections George Hopper made the motion to accept and Richard Blackburn the second. The January 8, 2018 Deans Council minutes were unanimously approved.

- II. International Institute Update – Dr. Peter Ryan/Dr. Julie Jordan
 - 1) An International Travel review committee has been formed and made recommendations for OP 3007. The accompanying AOP will be forthcoming.
 - 2) The State Department changed the travel advisory system. Every country now has a travel level from 1-4. Recommend level 3 be treated as the formal travel warning to reconsider travel. Level 4 as a do not travel. Some countries have a level 1-2, but may have higher levels within states and districts.
 - 3) The OP will remove the procedure. It will reference it is to be maintained on the travel website so future procedure changes can be adjusted without having to go back to policy. Will do the same with the AOP.
 - 4) Current travel form has been re-adjusted for language to match up with State Department.
 - 5) International Travels will route through International Institute before continuing to VP's, Provost and President. This will enable tracking at all times for travelers and destinations.
 - 6) Student clubs will be bound through the University to ensure university has done due diligence.
 - 7) Dr. Allison Pearson is chairing the instate travel committee.

- III. Approval of AOP's – Dr. Peter Ryan
 - 1) AOP 12:25: Pass/Fail Option
 - a. Associate Deans recommended to rescind. Student Association stated there was little awareness and has not been invoked in 15 years.
 - b. Students have options to do a pass/fail by other means.Dr. Ryan made a motion to rescind and Dr. Hopper gave the second.
The motion passed with none opposed.
 - 2) AOP 13.10: Other Employment
 - a. Associate Deans recommended to rescind as all information is in HRM 60-415 as was redundant.
Dr. Ryan made a motion to rescind and Dr. Travis gave the second.
The motion passed with none opposed.
 - 3) AOP 12.29: Undergraduate Entrance Requirements
 - a. Dr. Ryan proposed technical changes which would assist with international student recruiting and admission requirements.
 - b. Include term may instead of ask to allow more flexibility in competing with other universities and colleges.
Dr. Ryan made motion to approve changes as proposed and Dr. Sharon Oswald gave the second.
The motion passed with none opposed.

- 4) AOP 13.21: Faculty Released Time for Specified Committee Chairs
- a. Question regarding summer release times. After consultation with Provost Bonner, the protocol is fine is to go forward.
- Dr. Ryan made motion to move forward with AOP 13.21 as is. Jason Keith gave the second. The motion passed with none opposed.
- 5) AOP 13.24: Annual Faculty Review Process
- a. Dr. Ryan proposed motion to consider changes on AOP 13.24. Rick Travis gave second.
 - b. Discussion and suggestions:
 - i. Suggested a statement inserted into the AOP stating units may develop their own annual review forms and the signed review shall be submitted to the dean or the director as dependent on who the individual reports.
 - ii. Discussion ensued regarding guideline revisions may come from the University as well as from Accreditation.
 - iii. Request to revise wording on the statement “solicitation of comments *and majority approval* by the department faculty” to “*from* department faculty”.
 - iv. Delete page showing signatures. The document is accompanied by the current annual review form and is possible the order of signatures may change dependent on the units.
 - v. Revise statement regarding annual reviews as part of promotion and tenure process to state reviews may be included as outlined in Faculty Handbook.
 - c. Dr. Hopper stated the assignment and re-assignment of duties on the review form on an annual basis could cause problems later regarding Time & Effort.
 - i. Dr. Hopper noted the vote was on the AOP and not the review form.
- The motion to consider the AOP changes passed with none opposed.

IV. Other Business

- 1) Online Student Evaluations – Tim Chamblee
- a. The Teaching Evaluation Committee recommended using online faculty evaluations.
 - b. Instructor and course evaluations would be through blackboard. Student would be allowed to complete during or outside of class.
 - c. Faculty Member will be able to see the class response rates before response time closes.
 - d. Evaluation results are compiled quickly to enable faculty member to view results.
 - e. The ability to archive will be available this summer, which is greatly helpful in reviews and for promotion and tenure packages.
 - f. As of now it is in a trial period. To go forward if a department would like to use system everyone in department must do it.
 - g. Distance Education and Meridian are now using system.
- Layton Little stated the Student Association is in favor of the Deans and Department Head seeing the evaluation comments.
 - Dr. Travis questioned if a box could be added on the screen to check, agreeing comments could be seen by Deans/Department Heads.
- 2) Two-factor Authentication Update – Steve Parrott
- a. The transition to mandatory two-factor authentication for Category I data is complete. A big push was made at the end and the process was very painless. Has new stock of fobs available for those without a smartphone to use.

Dismissed at 2:35 PM