DEANS’ MEETING AGENDA
DECEMBER 3, 2013
2:00 - 4:00 PM - DEPUTY 301A

UPDATES

1. MAP

2. Program Assessment
   Patrick

AGENDA ITEMS

1. Institutional Research - Doug Olney (Guest)
   Enrollment is on track for spring semester (to reach goal of 4310 FYE). Will start working on cost recovery soon. Cost study is almost complete.

2. Grievance update
   Three active grievances, related to summer course payment, summer chair duties, and partial duty day payments.
   CARRY OVER
   Patrick

3. Administrator evaluations - update
   Draft was approved. Jeanine will forward it to Beth Jensen to have it created in SurveyMonkey. Colleen asked about IRB process and if Faculty Senate needs to be informed. IRB is not necessary for internal use only surveys. Does need to go to Meet and Confer. Clarification – Dean’s eval vs VP eval. Intend to send this out beginning of spring semester.
   CARRY OVER
   Jeanine

4. Sabbaticals
   Martin requested list of sabbatical requests for next year.
   CARRY OVER
   Martin

5. Tenure/promotion update / service
   Service to the University and the students could/should be encouraged. Need good people to step up in key positions on campus.
   Martin

6. Face, Enhanced, Hybrid, online course requirements
   Discussion of what a face to face course means, vs web enhanced courses. If we want to be a residential campus, we need to have a good reason for students to come to class on Fridays. If class doesn’t meet, should be cleared with the dean. Also need reasons for community to be on campus.
   Martin requested a list of suggestions for how we can build a residential campus so we can start to develop a plan. Historically, faculty have determined course schedule. May want to consider college and university wide planning and scheduling to increase space utilization. Restrict on campus student registration into online courses? Need to work on making our campus a place students want to be on the weekend. Request to start accumulating ideas to see what we can do to change the trend.
   Martin

7. Request to participate in Search Committee - Biology, etc.
   Carry over from last agenda. Could there be faculty representation from depts. other than Biology on search committee? Discussion of the interdisciplinarity of current open position – is this a position that will teach in multiple disciplines, or a position that will teach Biology courses for students in various majors? The inclusion of faculty from other depts on search committees is a good opportunity to practice cross – disiplinarity. Colleen will explore the request with the search committee.
   Jeanine

8. Bottom dollars
   Review traditional method of allocation and then some alternatives, including FYE and headcount, as well as FYE by prefix and FYE by major. Issue with calculating by major – students have more than one major. Patrick will send out potential bottom dollars for next year with three different scenarios as a
starting point for conversation. Also need to consider needs for future year going forward, knowing there will be less bottom dollars overall because of added positions.

9. **Review of all support across the colleges/school, classification- needs**  
   Jeanine  
   Request and review information about the support staff across departments/colleges, to determine where we are currently at and if it makes sense based on current needs. Cross training among staff – revisit conversation from a few years ago. Ratio of staff to FYE in colleges? Also re-look at clerical study from a couple of years ago. Discuss at Jan retreat.

10. **“Gap” plan for moving spaces and hiring movers**  
     Jeanine  
     Discussed the domino effect of moving. Recommended monthly meeting with Deans and Jeff Sande to address these issues as they arise.

11. **Campus Community Civility Advisory Committee**  
     Jeanine  
     Not a lot of interest from BSUFA in serving on another task force – feeling stretched already. There is interest in pursuing the student photos with class lists, an initiative from the CPD session. Request definition from Senate of what we believe as a starting point? Ask CPD to do some follow up, perhaps start an integrated learning group on this topic?

12. **Special Expense Reports**  
     Patrick  
     Reminder there are circumstances when these are approved and when they are not; Patrick will send out the list as a reminder.

13. **Airline tickets - SkyBonus Number #US0027164**  
     Patrick  
     Cannot earn personal miles when you fly for University business. You can have a sky miles account for university business.

     Colleen / Jim  
     Postponed

15. **CASE Conference - Dean’s Funding**  
     Jim  
     Shawn and Jeanine are attending. May be some funds for Jim and Colleen to assist with expenses. Ask Marla if Foundation can cover registration and colleges can cover travel.

16. **Course duplication between colleges and programs**  
     Jim / Colleen  
     Postponed

17. **Other**  
   
   Website vendor selection? Wondering who is on the RFP selection committee. Martin will ask. Photos will be added to faculty class lists for spring courses.

**SCHEDULED DEANS MEETINGS - DECEMBER 2013 - JULY 2014**

- December 10, 2013
- December 17, 2013
- December 31, 2013
- January 7, 2014 - Doug Olney attending on IR
- January 14, 2014
- January 21, 2014
- February 4, 2014 - Doug Olney attending on IR
- February 11, 2014
- February 18, 2014
- March 4, 2014 - Doug Olney attending on IR
- March 11, 2014
- March 18, 2014
- April 1, 2014 - Doug Olney attending on IR
- April 8, 2014
- April 15, 2014
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