

DEANS' COUNCIL MEETING MINUTES

Tuesday, May 11, 2010

Present: Dave Nicol, Don Flickinger, Don Green, Ellen Haneline, Steve Durst for Ian Mathison, Leah Monger, Matt Klein, Michelle Johnston, Robbie Teahen, Tom Oldfield, Bill Potter, Mike Cron

Faculty Orientation Week Feedback/Discussion

On Todd Stanislav's behalf, Robbie Teahen discussed the proposed schedule for the new faculty orientation week and received input on events including the family picnic. The general consensus about the picnic was that this event has value since it helps to welcome families to town and introduces them to other families and spouses. The park location is more conducive to children and parents than the Rock Restaurant, since small children need a place to be active.

Questions:

Should the picnic be moved up a month into the fall semester since there are so many activities during orientation week, or should it be kept during orientation week to get people together?

Will there be a tour of the library?

Where in the orientation week are the deans involved with the new faculty?

Will there be more involvement with the colleges?

Will the new faculty meet with their deans earlier in the orientation week?

Action: New faculty names, if not already, need to be added by the colleges to the Academic Affairs shared drive.

HLC Changes and Implications (Handout)

Robbie Teahen outlined various requirements that are necessary to comply with federal regulations and distributed a handout including compliance issues for our division. She noted the importance for finalizing decisions and being prepared for a final review in September.

Transfer requirements:

- Our transfer practices must be consistent across the entire division of Academic Affairs
- Our communication must be consistent
- USDOE "Best Practice" suggests that we need to adopt a "3-click Web approach"

Discussion points:

- We need to create a consistent structure – one with consistent application.
 - One transfer policy should be developed (several exist, and they are difficult to locate on the Web).
 - We could develop a Web page with links to colleges.
 - We need some guidance and a better understanding of the "institutional norm."
 - Do we accept "all that is ACE?"
 - We claim to be transfer-friendly and military friendly – we do need to follow through on our claims.
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- We need to resolve, define, and agree on what is defined as “equivalent” – this should become the policy. We need to define “substitutes” and articulate measurable outcomes for the equivalencies and substitutes.
- We need to evaluate transfer credits with established standards.
- It is important to remember that mid-year programmatic changes do affect transfer students planning to enroll (example: general education courses).
- Transfer guides/communication systems need to be reviewed regarding general education implications.
- The group discussed the “ownership” of transfer issues and asked who really “owns” them--the Division of Academic Affairs or educational counselors?
- It is important to remember time issues. Students want to be answered in a timely manner as they are “shopping” for the university that can best meet their immediate transfer needs.
- Accreditation status is not sufficient rationale for lack of transfer –alternatives need to be established (i.e., final exam, proficiency exam, etc.)

Action points:

We need to establish time-lines for necessary input.

Action: Robbie will establish timelines for input from the Colleges.

Action: Robbie will work on consolidation of several transfer policies into one policy that exists to address as many of these issues as possible.

Action: Michelle Johnston, Bill Potter, Ellen Haneline and a representative from CPTS will serve on a task group formed today to work with Robbie on these issues.

Draft policy for student complaints

Robbie explained that a student complaint policy must be consistent across the entire division of Academic Affairs; a single policy needs to be created and placed on the Academic Affairs Website. The student complaint appeal process must be universal and not vary by college. When considering the appeal process, we need to review the appeal “levels.”

Questions: Should we adopt a policy from the existing University Student Handbook?
What about on-line issues? Would an on-campus policy work for other FSU campuses?

Don Flickinger explained that the Provost’s review of student complaints involves no more than evaluating college procedures to ensure that due process was followed at their level and said that the final decision rests at the dean’s level.

Action: Robbie will collect college policies and review them.

Certificate programs

Certificate programs need to be updated as we need to have current institutional data.

Refer to a spreadsheet received from Robbie and review and update Certificates as needed.

Action: Send updated Certificates to Robbie by May 18.

Action: Update course/programmatic information in TracDat.

Robbie discussed distance education and explained what is included in distance education besides on-line courses (i.e., closed circuit, cable, audio conferencing, etc.) If 50% or more of a program can be earned through distance learning it must be listed along with its enrollment.

Extended sites – if a college decides to offer a program at an extended site, they will need to plan ahead and inform Robbie of what is being reviewed so that she can develop a list of additional locations. Discussed internships and how they relate to this issue.

International offerings –new guidelines exist for distance learning (reviewed page 5 of handout – international examples of stipulations on accreditation status).

Action: Robbie will bring back information on contractual relationships.

SAI Proctoring

Don Flickinger emphasized the importance of the deans helping others to realize the effect on the students if a faculty's spouse/significant other were to proctor their SAIs. He asked that they help their colleges understand that this practice should be avoided.

Summer Semester

Don Flickinger explained that we need to review the summer offerings to make sure that we are consistently fair with all offerings (i.e., do not combine to justify full pay). Colleges need to make sure that prior approvals are in place and to be consistent in their offerings and payments.

Tuition Waivers

Don Flickinger noted the importance of not approving requests that may differ from any current written policies regarding tuition waiver processes.

Negotiations Update

Don Flickinger gave a brief negotiations update and said that contract discussions continue to take place.

Roundtable Information

Michelle Johnston was happy to say that over 300 internships are available for the criminal justice program. The COEHS's second grad hooding ceremony was very successful.

Bill Potter was pleased to announce that enrollment for fall is up in the honors program.

Mike Cron was happy to say that the MCO hosted a very successful hooding ceremony.

Dave Nicol announced that the public relations program hosted an accreditation site visit and it plans to be certified by a national public relations organization.

Don Green was happy to state that summer enrollment for the CPTS is up 40% over last year.

Steve Durst was pleased to announce that \$170,000 in scholarships was awarded to students in PHR due to Dean Mathison's work and that Dean Mathison was recognized for this achievement in two public forums. He also noted that the college hosted a successful hooding ceremony.

PHR is busy working on their accreditation site visit that is scheduled in the fall semester.

Respectfully submitted by Robin Hoisington