

DEANS' COUNCIL

Tuesday, January 12, 2010 MEETING MINUTES

Present: Dave Nicol, Don Flickinger, Don Green, Ellen Haneline, Fritz Erickson, Ian Mathison, Leah Monger, Matt Klein, Michelle Johnston, Robbie Teahen, Tom Oldfield, Bill Potter, Mike Cron, Kim Wilber

Sabbatical Replacement Costs – Don Flickinger

Don Flickinger said that 2009-2010 sabbatical applications are currently being reviewed by the All-University Sabbatical Committee.

Action: Submit sabbatical replacement costs.

Promotion/Merit Discussion – Don Flickinger

Action: When submitting your college's promotion/merit rankings to the Provost's Office, include each candidate's "Narrative to the Dean" document as well. Doing this will assist the promotion/merit process.

Math Discussion – Don Flickinger

Don began a discussion regarding the need for students to earn a C- in their Math courses prior to advancing to any higher Math courses. After discussion, the decision was made to give all Math courses the above pre-requisite.

Action: Arts & Sciences will produce the Form F's.

Budget (Handouts) – Fritz Erickson

Fritz Erickson gave an overview of the budgetary research and analysis that he has undertaken. His goal is to make the colleges' budgets as manageable and as whole as possible for them while fulfilling the charge to meet current and future state budget challenges.

The group reviewed and discussed draft budget documents (which included any proposed future shortfalls as predicted by the colleges). The documents do not include expenditures that are funded centrally but do include both general and non-general expenses. They reflect numbers that are prior to the requested budget 2% reduction (the colleges were previously requested to hold 2% back). Additionally, these budget documents could be used to assist in creating a starting point for future 5% and 10% budget reduction requests.

The plan is to shift 1.8 million base dollars to the colleges. This would mean there would be no immediate or future Provost's reserve in place for overages. Therefore, colleges would need to support costs previously supported by the Provost. It is imperative for the colleges to stay within their budget and remain accountable for their bottom-line.

Temporary admin positions will be reviewed to determine if base funding is available.

Action: Kim Wilber will provide the deans with a confidential list of their continuing admin temporary positions.

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Action: Deans will review the draft budget documents with their accounting staff. A future deans' council agenda will include further clarification and then individual college meetings would be scheduled for additional discussions. Kim Wilber will provide an electronic version of the draft documents to the deans.

Action: Fritz will invite Sally Depew to a future Deans' Council meeting to discuss the Academic Incentive Model.

Applications by Campus by College and Scholarship Offers (Handout) – Fritz Erickson

The handout was reviewed. A history of yield rate at the end of the year would be helpful.

Action: Bill Potter will work on this and bring back information.

Student Authentication Policy [Federal Compliance] (Handout) – Robbie Teahen

Robbie Teahen gave an overview of what the Higher Learning Commission requires regarding a consistent process for authenticating students' identity in the online environment. She noted that there is some work to be done in order to meet their guidelines. She discussed the draft handout and what the policy and procedures could include. Cheryl Cluchey is carefully reviewing how we actually handle the off-campus students, and Don Flickinger has provided some feedback on the introductory paragraph. The E-Learning Management Advisory Team plans to meet soon. The goal is to have the policy in place and on Academic Affairs' Website prior to the upcoming HLC team visit.

Action: Send input/comments back to Robbie.

Respectfully submitted by Robin Hoisington