

Dean's Council Minutes
Thursday, October 20, 2011
Academic Affairs Conference Room - 10:00 a.m.

In attendance: Dr. Mostafa Sarhan, Dr. Larry Stokes, Dr. Derrek Dunn, Dr. Elazer Barnette, Dr. Reginald Leseane, Dr. Michael Schroeder, Dr. Chellu Chetty

Called to Order

Review Minutes from September 30

- Corrected typo in 2nd paragraph (“yeas” to “years”);
- Dr. Schroeder moved to approve minutes with correction; Dr. Stokes seconded the motion; minutes approved.

Grade Appeal Challenges (handout)

- Dr. Stokes presented handout with recommended grade appeal process;
- Discussion: Burden of proof is on faculty member who must submit all scores/documentation to prove grades. In the unusual cases where faculty leave during semester and have not returned assignments, Chairs need to be proactive in getting grades and not wait until end of semester.
- Chairs need to be aggressive in getting gradebooks;
- In an effort to expedite the process, each unit should have a standing grade appeal committee and appeals should be submitted electronically;
- Appeals due to the deans December 23rd for Fall semester; July 30 for Spring semester.

Technology Fee

- Dr. Leseane and Dr. Dunn presented a draft proposal for distribution of technology fees;
- Discussion: CSIT controls computer labs, providing technology support to academic units and residence halls;
- Limited hours of labs and availability of tech support causes problems for students needing access to computer labs;
- Academic units need ownership of labs, including technology support/service;
- Dr. Sarhan will discuss with President how to better serve students with using their technology fee to add 2 labs and hire part time tech support or student workers to man the labs;
- Recommendations for changes to the proposal should be sent to Dr. Leseane by Wednesday, November 26; final proposal to Dr. Sarhan by Friday, November 28.

Incomplete Graduation Requirements Policy

- Discussion: Dr. Dozier would like students to graduate as soon as possible, if they are 5 hours away from fulfilling graduation requirements, but Registrar's office has problem with that policy.
- It was noted that participation in graduation does not affect graduation rates;
- Decision was made that the policy requiring students to have completed graduation requirements to walk in graduation ceremony stands.

Faculty Development Funds

- Dr. Sarhan reported that Academic Affairs had secured \$75,000 in faculty development funds in ongoing budget;
- Dr. Barnette and Dr. Schroeder agreed to draft a policy for use of faculty development funds by the next Deans' Council meeting;
- Guidelines to address include: financial cap for pursuing terminal degree; policy on seeking degree outside of USG institutions and/or out of state schools;
- Use of faculty funds may include: on campus professional development activities; travel for research; software for faculty research;
- Determine cap on travel - possibly limit professional travel to two trips per year.

University Faculty Meeting – November 3

- Agenda will include:
 - o Dr. Dozier address to Faculty
 - o Dr. Crow/IRPA discuss Digital Measures
 - o Faculty Handbook
 - o Presentation of changes in health care benefits by Human Resources
 - o Founders Day reminder – November 18. Faculty expected to attend in regalia

Unit Updates

COST

- Industrial Advisory Meeting will host a "Welcome Back" gathering on Friday before Homecoming.

COBA

- Peer Tutoring pilot program is working well; has requested a one-time allowance of \$63,000 for program;
- Block scheduling will be used for Spring semester, especially schedules for incoming freshmen. The Registrar will tag courses in Banner and train Faculty how to use;
- Dr. Leseane noted that COBA coordinates schedule for use of Jordan Auditorium, but that all other meeting support is the responsibility of those using the space. Audio visual equipment, setup, and supplies are NOT handled by COBA and must be arranged separately with Plant Operations, CSIT, or other parties. Opening the building on nights or weekends must be arranged with Campus Security by the requestor.

SOTE

- Dr. Barnette reported that SOTE is waiting on recommendations from the Search committee for the two positions; successful candidates are set to begin work in January 2012;
- A 70 page draft report to the Professional Standards Commission is being prepared for January; preparing for a Spring 2013 visit
- Dr. Barnette would like to recognize Dr. Wyatt in some way.

CLASS

- Dr. Schroeder reported that a memorial for Dr. Russell Chambers would be held on Tuesday evening, October 25. Dr. Stokes will represent Academic Affairs;

ORSA

- Dr. Chetty reported that a GRE prep workshop will be held two weekends in Spring 2012, accommodating 25-30 students;
- PSPLAMP conference went well.

Graduate Administration

- Dr. Stokes will be attending a recruitment event at USC Orangeburg
- Dr. Stokes discussed promotions for SSU's graduate programs, using professionally designed recruitment materials;
- Discussion: Visiting international campuses to promote our graduate programs by tapping international faculty and staff, including Dr. Chetty (India), Dr. Param (Malaysia); Dr. Zhao (China);
- Graduate programs have suffered in last three years; need to be revised and reenergized.

Academic Affairs

- Dr. Sarhan reported that there is a new direction for the Survey Research Center. Someone needs to get out into the community in a sales capacity to bring business to the SRC. He has talked to a professor in COBA about the director's position. A replacement must be found to fill Ms. Willams' position. There a lot of opportunities to farm out research to the SRC.

Adjourn