

Dean's Council Minutes
Wednesday, August 31, 2011
Academic Affairs Conference Room - 9:00 a.m.

In attendance: Dr. Mostafa Sarhan, Dr. Larry Stokes, Dr. Derrek Dunn, Dr. Elazer Barnette, Dr. Reginald Leseane, Dr. Michael Schroeder, Mrs. Mary Jo Fayoyin , Dr. Chellu Chetty and Guest: Dr. Sandra McCord-Best

Search Committees (Dr. Best)

- Workshop coming up for university search committees;
- Purpose of the workshop is to make sure all search committees are on the same page;

Service Time (Dr. Best)

- Service pin recognition began with the Fall Institute 2009;
- After Fall Institute 2011, concerns were brought to HR about recognitions;
- Service pins are only given after your anniversary date is reached;
- Cut-off date has been set at Aug 1 of each year and any anniversary dates after Aug 1 will be recognized at the next fall institute;
- Pins are also only given for continuous service at SSU, cannot be combined time from SSU and another USG institution school;

Student Employment (Dr. Best)

- Human Resources has been bombarded with student employees with questions, etc.
- The process is as follows:
 - Completion of the form by the hiring department/office;
 - Signature from the budget office;
 - Signature from the financial aid office;
 - Signature from Human Resources to complete the process;
- Human Resources received nearly 100 applications on Tuesday, August 30th;
- In order for student workers to get paid the following Friday, all of those applications would have to be entered into ADP by 5:00 p.m., Wednesday, August 31st , and that is not possible;
- 17 – 20 panels/screens per employee have to be completed in ADP;
- Dr. Best asked that we please be more diligent in submitting paperwork in a more timely fashion to insure student employees will be paid on schedule;
- Due to the volume of paperwork, Dana Ellis now handles paperwork for all bi-weekly employees and Carolyn Fletcher now handles all paperwork for salaried employees;
- The new Chancellor is not impressed with ADP and is looking for a replacement system;
- Some issues have arisen in the last few weeks with former employees who file unemployment claims;
- Any calls or correspondence concerning unemployment claims that come to the departments/offices should be referred to Dr. Best who is the representative for SSU at all unemployment hearings;
- After completion of a search for any open position, any documentation related to the search should be boxed and delivered to Human Resources for archiving;

Review Minutes from August 18, 2011

- Approved with no corrections;

Sidebar

- Congressional Black Caucus will be held in Savannah from September 15 – 18;
- Both the Governor and the Chancellor will be in town speaking about the role of HBCU's;
- The President has encouraged the administration of SSU to register and attend the event;
- This will be a great opportunity to renew connections and build new relationships with elected officials and others;
- Dr. Sarhan has an agenda for the event and it will be shared after the meeting via email;
- SSU has been asked to provide the Chancellor with information for his speech;
- The Chancellor will be on campus for the dedication of the new student center and football stadium on September 29th;
- The visit will be about 3 hours and meetings will be arranged between the Chancellor and key SSU personnel;
- Dr. Sarhan will share those times once they become available;
- The search for the Athletic Director has produced three final candidates;
- Information will be provided once campus interview dates are set;
- Search for the Vice President of Advance is scheduled to begin soon;
- Dr. Sarhan has been asked to chair the search;
- QEP Director search has begun with Dr. Schroeder chairing that search committee;
- Enrollment stands at 4,496 paid students;
- The over 500 student financial aid issues have been reduced to less than 150 students;
- It has been discovered we have students on campus who have lived in the dorms for over 7 years by maintaining a part-time status;
- Biggest task now is RETENTION; how do we get them to come back?

Class Schedules: Coordinate by College

- Once the final schedule is complete for each semester, one person in the Dean's office needs to review the schedule to identify and fix conflicts/overlapping classes between departments in that college;
- Scheduling conflicts interfere with students' graduation and retention rates;
- Faculty listed as TBA in the schedule need to be fixed as soon as possible each semester;
- In one department it has been discovered that a 3000 level course cross listed with a 5000 level course is being held in the same classroom meaning undergraduate and graduate students are in the same classroom;
- Cross listing of any courses must be approved through the curriculum process;

Establishing online/hybrid course teaching requirements/certification by department

- It was the decision of Academic Affairs in the past that faculty must pass the FLO course in order to teach online courses;
- FLO courses were not working and are no longer offered;
- Mrs. Fayoyin was asked to identify an alternative and she will provide information via email by week's end;
- Dr. Sarhan stated if necessary, we can bring the training to campus;
- In the Spring of 2011 it was decided that each college would handle online course certification;
- Dr. Sarhan would like to have a standard course across the board;
- East Georgia college has been at the forefront with faculty training;
- It was asked if restrictions should be placed on the number of online courses a faculty member can teach;
- Dr. Sarhan prefers faculty members teach no more than two (2) online classes;
- It was asked what is the benefit of students housed on campus taking online classes from SSU;

- One answer was flexibility in scheduling;
- SSU needs to step up its online offerings to stay competitive with other institutions;
- There is a \$50 per credit hour fee for online courses;
- This fee prevents some students who live on campus from taking online courses due to financial restraints;
- We will extend SSU beyond the gates with more online offerings;
- Dr. Dunn and Dr. Gates joined the Adult Learning Consortium to seek older students;
- Current online policy needs revisiting and revising;
- Some faculty put the content online and have no more personal interaction with students;
- Dr. Sarhan would like to form an online taskforce to look at the policy and report back their findings to the Dean's Council;
- Two representatives shall be selected from each of the three colleges and one representative from SOTE and the library;
- Please send all names to Mrs. Mary Ann Goldman;

Degree Works implementation (Dr. Leseane)

- Degree Works will be functional in the Spring of 2012;
- Deadline of September 30th for SSU to provide degree grids and catalog;
- It was asked how do we clean up the catalog;
- Curriculum proposals are passed and information is delivered to the office of the Registrar via email containing a PDF;
- Some changes have still not been made in Banner;
- Dr. Sarhan and Dr. Stokes will meet with Dr. Clark in the near future to address concerns;
- Dr. Dunn requested the Deans be cc'd on the email sent to the registrar containing final copy of the curriculum proposals;
- Dr. Crow has been appointed the team leader for Digital Measures, Degree Works and Task Stream;
- Dr. Leseane provided two handouts – Intervention Strategies Fall 2011 and Increase Retention and Graduation Rates;
- Mr. Lawrence Simmons and UC/CAS will be tapped to assist with the early alert system;
- The transition team is scheduled to meet with Mr. Simmons on Sept 1 and Mr. Jeff Delaney on Sept 2;
- Once the plans are approved by the transition team, we will look at implementing some of the strategies outlined in each proposal;

Status of Fees

- Dr. Dunn and COST received some of the fees owed;
- There are still some fees still owed to COST from previous semesters;
- Proposal is still pending to come up with distribution percentages for indirect cost funds;

Access to Digital Measures

- Access to digital measures will only be granted to necessary administrators such as Dean's, Department Chairs, the VPAA and Asst VPAA and Institutional Research and Planning;
- No other access will be granted;
- If information on a certain faculty member is needed, that faculty member should be asked to provide information directly to the requestor;

Old Business

- Chancellor will be needing information for the Congressional Black Caucus;

- Dr. Sarhan will need bullet points from each of the four academic units as well as UC/CAS and ACCESS programs;
- Send all information to Mrs. Mary Ann Goldman;
- It has been asked of the SSU registrar's office to place concentrations on the transcripts of graduates;
- Dr. Stokes has made inquiries at several USG institutions who currently engage in this practice;
- Going forward, SSU will now place concentrations on transcripts;

New Business

- Four day class schedule was mentioned again – meaning certain departments would like to have classes on MW or WF or TR not just in summer but in Fall and Spring semesters also;
- Each unit was asked to think over the logistics and bring ideas to the table to be discussed at a future meeting;

Unit Updates

CLASS

- September 11th and Constitution Day events are both in the planning stages;
- It was asked how the loss of Title IV-E funding would affect the Social Work program going forward;
- Dr. Schroeder will look into it and report back when more information is available;

COBA

- Dr. Leseane asked about the status of the Graduate Catalog in preparation for Degree Works;
- BEEP event coming up in the near future;
- Dr. Leseane asked everyone present for their input/feedback and a commitment to participate;
- BEEP is not just a COBA program, it is a university program and can benefit students from other colleges;
- In the last BEEP competition, the winning group contained no business majors;
- Ms. Lenora Gilbert will be sending emails with more information in the near future;

COST

- Advisory board meetings have been scheduled;
- September 15th will meet to discuss Marine Science facilities;
- October 27th full group meeting;
- September 9th Green Summit;

SOTE

- Dr. Barnette again stressed the importance of remembering SSU now has three colleges and a School;
- Internal and External Advisory Boards met last week;
- 29 applicants for the Foundation position;
- 37 applicants for the field experience/clinical position;
- 22 education minor students still in the pipeline;
- 6 proposals are ready for presentation at NPCC;
- Dr. Barnette and Dr. Dunn and others are coordinating on Math and Biology degree grids;

Academic Affairs

- September 29th, Joint reception for new faculty with SSU/AASU;
- Senate meets September 6th;
- Faculty handbook committee met on August 30th, ready to present handbook to senate on 9/6;

Adjourn