

**Deans' Council Minutes**  
**Friday, May 27, 2011**  
**Academic Affairs Conference Room - 10:00 a.m.**

**In attendance:** Dr. Mostafa Sarhan, Dr. Larry Stokes, Dr. Derrek Dunn, Mrs. Mary Jo Fayoyin, Dr. Elazer Barnette, Dr. Reginald Leseane, and Dr. Micheal Schroeder

**Review Minutes from May 4, 2011**

- Approved with no corrections;

**Welcome and Introduction of Interim Dean of College of Liberal Arts Social Sciences**

- Introduction of Dr. Michael Schroeder;

**Hiring Process**

- Dr. Sarhan stated that he cannot stress enough the importance of following the process when hiring faculty;
- Do not send forth hire paperwork if the process has not been followed;
- Process should be fair and transparent;
- Deans' offices and departments MUST work together;
- Had a situation where no recommendation letter came from the Dean although she said it did, and a search committee chair sent email saying Dean recommended someone other than the search committee's recommended hire;
- The recommendation to hire someone should be agreed upon at all levels, if the Dean does not agree with the committee, then there should be a meeting between the Dean and the committee to work out the differences;
- Hiring of FT Temps needs to be evaluated in CLASS;
- Process needs to begin immediately to get qualified persons hired on time for Fall;
- Some delays in the hiring process are not the fault of the departments;

**Policies and Procedures**

- Grade change requests should not be approved without supporting documentation;
- Each college and department should keep a log of student issues/complaints for SACS purposes;
- There should be a committee in place at all levels to deal with appeals for students and faculty;
- Faculty and students who contact Academic Affairs will be sent back to lower levels to exhaust the appeals process;
- Dr. Sarhan's main mission as Interim VPAA is to get things in order and create a process if there is none;

**Academic Affairs Organization**

- Interim Director of Center for Academic Success & University College is Mr. Lawrence Simmons;
- School of Teacher Education – Dr. Elazer Barnette, Director; Dr. Mary Wyatt, Associate Director; Ms. Ora Wright, Office Manager;
- Graduate Studies office is being reduced to basic functions; admissions will be handled by the colleges; each college should have a graduate coordinator; graduate assistantships and graduate tuition waivers

will be managed by the office of Academic Affairs; Dr. Crawford is returning to COBA as a professor of Marketing;

- Meeting with the Graduate Council will happen soon;
- The Survey Research Center has no home and Dr. Sarhan is open to suggestions and ideas; the center is self-sustaining;

### **Sidebar**

- Discussion led by Dr. Leseane on developing an intervention system for students in academic trouble to perhaps be housed in the Center for Academic Success;
- Follow-up to this idea will be discussed at a later date;
- Question was posed to see how many credit hours a student could take during the summer term to Dr. Stokes. The answer is 18 credit hours but due to financial aid obligations not being met for the fall and spring terms, students may be required to take 21 or 22 hours to qualify for financial aid. Policy will be drafted to spell out the number of hours a student may take each summer;
- Degree Works status?
  - o Computer Information Services from USG met with Dr. Clark, Dr. Sarhan, Jeff Delaney and Edward Jolley;
  - o A proposal is being drafted for presentation to cabinet;
  - o Degree Works will be hosted at UGA;
  - o Mr. Jolley is identifying a source of funds to pay for the program;
  - o Expected July 2011 begin date for usage by institutions;
- Situation arose with a student who had an Add/Drop form signed by a professor for entry into the class; The department chair refused to sign the form and thus prevented the student from getting into the class; Follow-up required, Dr. Stokes will investigate;

### **Old Business**

- none

### **New Business**

- Dr. Dunn mentioned being approved for fees that were not being returned to the colleges;
- Dr. Sarhan will follow-up with Mr. Jolley about distribution of lab fees, online fees, etc.;
- Mrs. Fayoyin passed out a handout on Distance Education Compliance. It is an ongoing process which changes frequently and she will provide additional information as it becomes available; She will also send an email with the links referenced in the handout;
- Out-of-State Tuition waivers are managed by Student Affairs. Management of graduate tuition waivers will return to Academic Affairs; A percentage of monies are set aside each year for tuition waivers based on enrollment; Ten (10) of those waivers are set aside for graduate students; Total of 72 waivers for the coming academic year;
- There have been some issues with advisement of student athletes; Dr. Sarhan is asking each college to identify one faculty member to solely advise student athletes. Mrs. Suggs will be contacted to provide additional information to assist with rollout of this program;

## **Unit Updates**

### **Library**

- Flatbed scanners in the library are set-up and working;
- There is an area in the library where students can practice presentations;
- Podcasting for iTunes is also available;
- After Jun 15<sup>th</sup>, students will be able to record themselves doing presentations;

### **SOTE**

- In the process of moving into the space formerly occupied by Graduate Studies;
- Jun 13<sup>th</sup> there will be an Assessment meeting in Macon;
- Meeting will assist with streamlining the assessment process and forms;
- Scholarship deadline has been extended to Jun 3<sup>rd</sup>; Ms. Robinson in student affairs has been contacted to relay this information to students;
- Jun 22<sup>nd</sup> Advisory Board meeting

### **COST**

- Dr. Dunn attended an Adult Learners Consortium conference;
- Purpose of the program is to evaluate life skills which can be considered for college credit;

### **COBA**

- Finance major and Global Logistics major effective Fall 2011
- Majority of courses in Area F offered in mini-semesters effective Spring 2012;
- COBA is trying to offer the General Business degree totally online by Fall 2012;

### **Academic Affairs**

- Leonard McCoy is doing a research project for the next 5 weeks on African American male retention; his office will be in the library;
- Dr. Sarhan again reiterated starting the search process for faculty early;
- Appoint good search committees to conduct clean, clear searches;
- No full time temporary faculty should serve on search committees;
- Post-tenure committees should be elected from Tenure Track faculty within own college;
- Planning for Fall Institute will begin soon;
- Will be a short, one-day event that will focus on the Faculty Handbook;

## **Adjourn**