

**Deans' Council Minutes**  
**Thursday, June 9, 2011**  
**Academic Affairs Conference Room - 1:00 p.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 27, 2011**

- Approved with the following correction:
  - Under COST unit update, first sentence should read Dr. Dunn "will" attend;

**Faculty Overload Pay**

- We have certain faculty members teaching 6 courses;
- Other faculty members who teach 2 overloads each semester;
- Some faculty members desire overloads;
- Dr. Sarhan suggested overloads should be used in unusual circumstances only;
- On a regular basis, faculty members should do things other than teach like research, committees, etc.;
- Each department needs to think through the overload process and come up with their own policy;
- Efforts should be made to identify a good, qualified pool of PT instructors;

**Fall Institute**

- Will be half day program for Fall 2011;
- Program will begin first thing in the morning and end around noon or 1 pm, after lunch;
- President will be invited to address faculty members;
- Focus should be on one current issue, like the Faculty handbook;
- 2<sup>nd</sup> day will be used for college and/or department meetings in addition to workshops;
- Workshops mentioned include advising and TaskStream;
- It was agreed that a short institute was in order and highly appreciated;
- There will be no gifts given at this year's institute;
- Institute is scheduled for Thursday, August 4th;

**Commencement Speakers**

- Commencement debriefing meeting was held and the following names were mentioned as possible speakers for future commencements:
  - a. Annette Brock
  - b. Judge Tammy Stokes
  - c. Judge Hatchett
  - d. Leah Sears
  - e. Jack Kingston
  - f. John Lewis
  - g. Incoming Chancellor Huckaby
  - h. Former Chancellor Davis
- Names above will be taken to cabinet for consideration
- Speakers are needed for fall and spring commencements;

- Would like to contact possible speakers at least two years in advance;
- It was mentioned that perhaps the money used by the SGA to bring in speakers could be used to draw bigger name speakers for commencement;
- We need to look at speakers who will excite students as well as parents;
- December speaker recommendation needed ASAP, email Sarhan or Stokes with recommendations;

### **Salary Benchmarks**

- When making a recommendation to hire, look across the discipline to equate salary before making an outrageous offer;
- Be cognizant of existing data to make a reasonable offer;
- Compare salary to peer institutions;
- Mrs. Fayoyin stated SSU librarians are paid below market and have had no raises;
- Dr. Sarhan said he knows we have challenges, but we need to work together to insure faculty who have been here for 15 or 20 years are not upset by the salaries of incoming faculty;

### **Process of Transition of Graduate Programs**

- Graduate office has been eliminated;
- July 1<sup>st</sup>, Dr. Crawford will be returning to COBA as a marketing professor;
- Coordination of the functions of graduate programs will be done in Academic Affairs;
- Colleges will make admission decisions;
- Oversight of graduate assistantships will be done by Academic Affairs;
- Program operation will be handled at department/college level;
- Policies/regulations will be handled at Academic Affairs level;
- Each program needs a program coordinator or each college should assign a college coordinator for graduate programs;
- Graduate council will meet and work out any pending issues;
- Recruiting functions remain unknown at this time but will be pursued in the near future;
- Monies for graduate assistantships for each program will be based on enrollment from the previous fall;
- Academic Affairs will manage the graduate studies website; each program will be responsible for their own page with links to each program on the graduate studies main page;

### **Pass/Fail for FYE course**

- Issue with pass/fail or letter grade was resolved by amending the NPCC proposal;
- The amended proposal has been submitted to the office of the Registrar;
- Students were only affected for one semester;
- Students have lost HOPE and/or financial aid due to Pass/Fail grade being assigned;
- Any students who are affected and come forward will be dealt with on a case by case basis;

### **Hiring Process**

- Hiring process for AY 2012 – 2013 should begin now;
- If PT Temps are needed, please make sure to screen carefully and appoint good temps;
- Chair with hiring process problems should not send forth a recommendation if that many issues exist;

### **Student Athletes**

- Issue has been discussed with President Dozier and Mrs. Marilyn Suggs;
- We need to work with our athletes to insure their academic success;
- An advisor in each unit should be named to advise student athletes;
- Advisor should be familiar with advising athletic students to take courses fitting for athletics seasons;
- Dr. Sarhan is asking for the name of the recommended person(s) from each unit;
- Athletes should be excused from missing class due to off-campus athletic events as long as they turn in the required assignments;
- We have several faculty members who lower letter grades for missing class, this cannot be done;
- Dr. Dunn asked if training could be provided for the selected individuals, Dr. Sarhan says he will coordinate training with Marilyn Suggs;

### **Academic Assessment Committee**

- The previous plan to hire a FT person through Academic Affairs will not be pursued;
- Assessment should happen at the college and/or department level;
- Dr. Sarhan said assessment should be a culture that all faculty are accustomed to;
- Dr. Sarhan is requesting 2 people from each college to serve as members on Assessment Committee;
- Team should be assembled in each college to work with TaskStream;
- Dr. Leseane recommended faculty selected to work with TaskStream should be tapped as the University assessment team;
- Library should select person(s) to work with TaskStream as well;
- We will check on possibility of having TaskStream as a Fall Institute workshop;

### **Old Business**

- E-learning update provided by Mrs. Fayoyin; email sent by Ginger Durham to Mrs. Fayoyin;
- BOR has applied for an exemption from Nebraska and Vermont;
- Each university has to send in required paperwork for the exemption;
- What is the status of the Desire to Learn platform?
- Mrs. Fayoyin said library can pursue alternative platform for the "Turn it In" plagiarism program;
- Dr. Leseane asked for an update on Degree Works;
- Dr. Sarhan said Mr. Jolley is identifying funding, SSU will be doing a buy in, training for the program will be forthcoming;
- Athletics is purchasing a separate program called Grades First to help track and advise athletes;
- Mrs. Fayoyin asked that athletics contact the library to facilitate conversation about what athletes can do remotely;

### **New Business**

- President Dozier is putting together a transition team;
- It will consist of administrators, faculty members and staff members;
- The charge of the team is to come up with a plan or plans to move the institution forward;
- On another note, graduating students were mentioned and ways are needed to reach the students early for advisement and issues prior to graduation;

- Registrar's office will be asked to generate a list of all students who have attained 90 credit hours or more to begin the contact process;
- Dr. Barnette suggested contacting students by letter to advise them of any pending issues after they reach the 90 credit hour mark;
- Summer contracts were problematic this year;
- One form was sent for all units to use and forms other than the one sent were used;
- Beginning and ending dates were not correct and this will be addressed going forward;
- Ending date should have included the date for final grade submission and not be set at the last day of classes;
- Going forward Dr. Sarhan would like to see a generic contract that is a statement that you will teach these classes and have everyone sign, faculty, dean, VP and once Mrs. Alemayehu does her assessment, the faculty will receive a \$\$\$ number based on enrollment, college average being met, etc.
- Faculty contracts for next year are in the pipeline, should be finished week of June 13 - 17;
- Dr. Sarhan would like to see faculty contracts go out at the end of April to allow faculty time to decide to remain or leave based on salary offered;
- Dr. Leseane mentioned having the university looking into recruitment of Hispanic/Latino student population as it is a growing group;
- Dr. Sarhan said we need to have a Latino recruitment person in admissions;
- Dr. Dunn again mentioned not receiving monies for labs, test, online, art fees, etc.
- Dr. Sarhan will contact Mr. Jolley to discuss the fee structure going forward;

## **Unit Updates**

### **SOTE**

- Two proposals are pending with the BoR, Civil Engineering Technology and Electronics Engineering Technology with concentration in education;
- Dr. Marci Middleton contacted Dr. Barnette to ask him to work with the PSC to develop a framework for the programs;
- Dr. Barnette has contacted the PSC and will work with Dr. Dunn to develop the required information;

## **Adjourn**