

Dean's Council Minutes
Wednesday, September 14, 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, Mrs. Mary Jo Fayoyin , Dr. Chellu Chetty, and Guest: Dr. Lisa Yount

Minimum writing requirements in General Education Core as part of the QEP (Dr. Yount)

- Dr. Yount has come to ask for feedback and suggestions on two pieces that will be implemented beginning in the Spring 2012;
- Fall 2011 was used as time to plan and coordinate and organize curriculum level issues that were promised during the SACS visit;
- First is an introduction of minimum writing requirements for the courses in the core;
- Requesting help from Deans to implement the requirements in each of the respective areas;
- Each unit will be responsible for setting their own minimum writing requirements;
- Dr. Yount is offering to come to department and/or college meetings to answer any questions and help with implementation of the requirements;
- She wants to determine in which courses it will be easiest to implement the writing requirements - Senior level courses or entry level courses;
- Timeline needs to be set as to how to coordinate implementation of the minimum writing requirements;
- We need a rationale and a justification for writing requirement minimums that have been identified in each of the areas;
- Freshman year experience courses would be an important part of the QEP because freshmen could be surveyed about writing experiences;
- Option was given for instructors to get additional training to deliver writing requirement module in FYE;
- Dr. Yount would like to bring in a consultant, but would need support to justify bringing in the consultant to deliver the training;
- Dr. Sarhan suggested we start with FYE since it has a common curriculum that was developed when it was moved back to the colleges;
- Last publication of the FYE textbook has an insert about the Write Attitude;
- Can something be added to the common syllabus for the FYE course?
- Mrs. Fayoyin suggested putting pen to paper to come up with an outline, some expectations, or some guidelines of what exactly is being suggested as not to frighten faculty away;
- SSU made a commitment to the QEP project for the next 5 years;
- Buy in from the entire campus is needed in order to be successful;
- Dr. Leseane asked about assessment to which Dr. Yount replied yes and that piece will come afterwards;
- Dr. Yount can put the word out that additional training is available and faculty can voluntarily attend the training sessions;
- Dr. Sarhan said we need to find a way to insure a minimum number of faculty in each college are participating;
- We need to show that the majority of campus is affected by writing as a result of the things that are being implemented as part of the QEP;
- What incentives can be offered to entice faculty participation?
- Monetary incentive was suggested;

- Dr. Yount would like to have recommendations from the Deans on who they would like to see participate in the professional development opportunity if monetary incentive will be used;
- Professional development funds were written into the QEP budget;
- Dr. Yount was given permission to meet with the FYE instructors first to augment the current syllabus to fit in what we need to meet minimum writing requirements;
- This would affect the following number of faculty members and class sections: 1 from COBA with 3 sections , about 5 from COST with 22 sections and about 7 or 8 from CLASS with 10 sections;
- Dr. Dunn suggested that Dr. Yount come through the deans to reach out to faculty in each area, especially the FYE instructors to facilitate a buy in for implementation going forward;
- Minimum requirements are as open as can possibly be, Dr. Yount is leaving it up to each of the areas to establish their minimum requirements;
- She does not want to come into areas and tell folks how to set their minimum requirements just so long as minimums are instituted in each area;
- There are couple of different ways to establish minimums and Dr. Yount suggested a page number amount that each student has to write on an exam, in a portfolio, on an exploratory essay, each professor would be given discretion as to how their students will meet the minimum requirement;
- Dr. Sarhan said although the minimum requirements may differ across areas, each area would also set up their assessment to determine if the minimum requirements have been met;
- Another way other than pages could be a percentage of the overall grade;
- A rubric of some sort should be established that addresses the quality of the work;
- In establishing these minimums, what we need the areas to determine is amount, kind, quality, and things of that nature;
- In making the rationale or justification for each area, the discipline can look to other universities to see what kinds of writing or genres are appropriate and how can they be utilized in the classroom;
- Dr. Dunn extended the invitation to Dr. Yount to attend his college meeting on Thursday, September 15 at 4:00 pm in Hubert A, Room 109;
- He also agreed to speak with the chairs after the college meeting;
- He will also set up a taskforce within the individual areas or a joint taskforce across the areas and said maybe Dr. Yount can serve in an external capacity to assist the committee with their work;
- Dr. Yount would like to see a taskforce set up in the other areas and she would work through the taskforce to assist in developing the requirements for each area;
- Next COBA faculty meeting will be in October, Dr. Yount will be provided with the date;
- CLASS faculty meeting coming up next week on Tuesday;
- All deans agreed that we should be able to coordinate something to roll out in the Spring;
- The QEP implementation timeline rolls out requirements more slowly, but if we could roll them out more quickly that would be highly appreciated;
- Two handouts were provided by Dr. Yount (Elements of the QEP and the QEP implementation schedule);
- Dr. Sarhan asked the deans to monitor the progress and help in any way possible due to our 5 year commitment to the project;

Review Minutes from August 31, 2011

- Approved with no corrections;

Grade Appeal Policy (Dr. Dunn)

- Issue in COST with students not following the grade appeal policy as stated/outlined in the catalog;
- Handout given reflecting wording from the current catalog, page 28;
- Primary problem is students are bypassing the instructors and going straight to the chairs who are going right to the committee and not giving the instructor to address the issue;
- In the current wording, Dr. Dunn would like to have the word “should” on the first line changed to “must”;
- Also, toward the bottom of the policy, he would like to suggest the following changes: add the word “and” to the following sentence, end the sentence after the word “division” and change “who” to “The dean”. The sentence currently reads: “The review committee, . . . , submits its report and recommendation(s) to the chair **AND** the dean, or director of division (.) ~~who~~ **The dean** then submits the report and recommendation to the Vice President for Academic Affairs.”;
- Dr. Sarhan likes the suggested changes and wants the college to write a policy that is more stringent than the policy listed in the catalog and spells out specifically what should happen at each level;
- Dr. Stokes said the policy is in the revision process and going forward, we would like to handle all grade appeal challenges electronically;
- Dr. Sarhan stressed keeping a log and good records of all proceedings for SACS purposes;
- The catalog has been looked at in many aspects to change certain policies and wording;
- The suggested changes will be incorporated into the current policy in addition to changing the word “feel” in the first sentence per Dr. Sarhan’s request;
- Dr. Leseane said problems arise when a student comes to appeal a grade and the professor is no longer with the university;
- It will be stressed to students to write out their appeals going forward;

Pre-Conditions (Dr. Barnette)

- Dr. Barnette has, in the past, stated several times that we are still going through the developmental phase and the handout is reflective of what has to be done;
- SSU has four major preconditions that need to be met for the Professional Standards Commission (PSC) developmental approval review;
- Precondition #1 has been met;
- Precondition #2 will be met once policy manuals, program catalog, student teaching/internship handbook, and the faculty handbook are written and approved;
- Precondition #2 also requires a public listing of entry requirements, which are still being developed;
- Precondition #3 requires the unit’s conceptual framework, the vision and mission of both the institution/agency and the unit, the unit’s philosophy, purposes, and goals/organizational standards, knowledge bases, including theories, candidate proficiencies which are aligned with expectations in professional, state, and institutional standards. Also, the unit’s assessment system including transition points, key assessments, process for assuring fair, accurate, consistent, and free from bias assessments, and a system for summarizing candidate performance at exit.
- Precondition #4 will come together when we receive approval from SACS;
- The completed report will be sent to the PSC in January 2012 and they will provide feedback and questions for SSU;
- The state team will be coming for a visit in 2013;
- Dr. Barnette has an open door policy and asks that everyone should feel free to drop by his office with questions;

Old Business

- Economic Development Conference sponsored by the BoR is coming up, Dr. Sarhan needs the name of nominated faculty and students by close of business, September 14;
- Both Dr. Sarhan and Dr. Dozier plan to be in attendance;
- In the letter it was stated up to 15 students, Dr. Sarhan asks for recommendations and once the names are received, he will provide feedback if students need to be eliminated from the list or if additional students are needed;
- Dr. Sarhan will speak with Dr. Clark to work out details of transporting the students to the event;
- Nobel prize winner from Bangladesh is the key note speaker;
- Governor is highly supportive of this event and the Chancellor would like to see representation from each of the colleges/universities in the USG system;
- Status update on fees: ball is in Business and Financial Affairs hands, we are awaiting a response from their office;
- Dr. Sarhan requests that the council put something in writing to make a case for return of some of those (online/technology) fees back to the colleges to support technology efforts within the colleges;
- He would like to see a recommendation and motion from the Deans' Council of the specifics that need to be done to address the technology issues;
- Dr. Sarhan asked Dr. Dunn and Dr. Leseane to come together and come up with the specifics and Mrs. Fayoyin requests that the library be included in the proposal;
- Dr. Sarhan asked about the make-up of the committee to which Dr. Leseane responded that it is made up of students, faculty, other administrators from other units and is chaired by Mr. Jeff Delaney;
- Dr. Stokes put a motion on the table to adopt Armstrong's policy that all students who complete their requirements during the summer, the date of the final exams for the second term, or the last date for final exams during the summer will be listed on the students' transcript as their graduation date;
- Students who finish in the summer will be allowed to march at the December commencement ceremony;
- Also discussed was the separate policy of allowing students to walk who have not completed their requirements;
- The policy was discontinued and the president has asked that something similar be reinstated;
- It was asked of the council how many hours does the student need to be lacking in order to qualify as being close?
- Part of the problem with the original policy was issues with transient courses and students walked who were outside of the four (4) hour credit limit;
- **Motion:** Students who complete degree requirements during the summer will have the last date of final exams in the summer session reflected on their transcript as their graduation date. **-Approved**
- The part of the motion to have students whose transient course grades arrive after graduation have their graduation date listed as the commencement ceremony in which they should have participated was withdrawn from the motion until further investigation can be done to determine the window of opportunity in which Ms. Bing has to submit student names to the clearinghouse following each commencement ceremony;
- The graduate catalog is in its final stages pending the editing and review by each of the graduate coordinators;
- It will then be submitted to the Graduate Council;
- The application for grad school is now online and is in fillable format with additional attachments for International students;

- Mrs. Fayoyin has found two companies who do electronic thesis management and she will present those at the next Graduate Council meeting;
- At the last meeting, we spoke of students who had financial aid issues and the financial drop never occurred;
- Dr. Leseane sent out an email to COBA faculty to ask each to provide a list of students who showed for the first one or two days of class;
- Dr. Leseane began contacting the students to inquire about their status and students started replying with "I am no longer attending SSU";
- Dr. Leseane's concern is how do we identify the students who do not have the money and have not withdrawn from school and/or their classes and are no longer attending;
- We still have freshmen students on the wait list for housing and Dr. Sarhan again asked each of the deans to produce a report on how many freshman can they actually accommodate;
- Dr. Leseane mentioned the deadline for September 30 for submission of grids to DegreeWorks;
- Dr. Chetty brought up the issue of his account access for Digital Measures;
- Dr. Sarhan stated access to Digital Measures is one of privacy due to direct supervision of faculty;
- Going forward, Dr. Sarhan asked Dr. Chetty to come to him with all issues he has in regards to information requests from faculty, deans, etc.
- Mrs. Fayoyin was tasked with investigating FLO course substitution and she contacted East Georgia and spoke with Tim Goodman and he said in each of the colleges at East GA, one faculty member is proficient and that person certified whether or not other faculty are proficient enough to teach online classes;
- Mrs. Fayoyin then contacted the Board of Regents by phone and email and she is awaiting a response to provide additional information on how to certify faculty to teach online;
- Dr. Dunn, the registrar and three or four other people are meeting with the BoR in regards to Ingress next Tuesday;
- Mrs. Fayoyin hopes to have Ingress implemented in the Spring to have students enroll in the Fall;
- Also, Mrs. Fayoyin said if we have interest in E-Core, she can facilitate a meeting with the people from E-Core with no commitment but for information purposes only;
- Dr. Schroeder says he already has two faculty who are interested in E-Core opportunities;
- Mrs. Fayoyin will set up the meeting for early next month;
- Dr. Stokes brought up the policy for grade calculation again as it is written in the catalog;
- Dr. Stokes is requesting a letter be sent to the Registrar to implement the policy as written in the catalog;
- Dr. Sarhan said he put this issue before the cabinet at the last meeting and said we have policies that are not being implemented because we are hosted and very restricted;
- Under consideration now is dropping the hosted environment and doing it ourselves but there is a cost;
- Mr. Jolley and Mr. Delaney are working on the particulars such as financing and implementation;
- Dr. Stokes visited the HOPE commission website and they have two models posted for GPA calculation, earned hours and attempted hours;
- SSU is currently using the earned hours for GPA calculation;
- Dr. Stokes said we need to implement the last grade in Banner to reflect more accurate GPA's;
- Dr. Sarhan thinks we need to look at the entire issue because this cannot be dealt with in piece meal fashion;
- Dr. Stokes mentioned that Armstrong uses the last grade model and in the Fall, they will be switching to using "All" grades count;
- Mrs. Fayoyin asks why don't we limit the number of times a student may take a course;
- Dr. Sarhan said again, a number of policies need to be revisited, rewritten and addressed;

New Business

- Faculty leaves of absence should be shared with the office of Academic Affairs in addition to the Dean and the Department;
- When a faculty issue arises, Dr. Sarhan encouraged the Deans to visit the class and explain to the students what the situation is;
- Dr. Sarhan asked for feedback on the issue of how many classes should a faculty member be limited to teaching online?
- Dr. Sarhan does not like limiting things but needs to know what our framework is;
- Dr. Stokes brought up NPCC and previous meeting schedule being every 1st and 3rd Thursday and going forward it will be held on the 1st Thursday of each month;
- Dr. Stokes said there are four programs in need of Area F corrections;
- Dr. Stokes is trying to correct issues before the Registrar's submission at the end of September;
- Dr. Stokes has asked the Registrar to run a clone of all degree programs as they in Banner;
- Dr. Stokes will then send what is produced to each of the areas and ask that they include any paperwork supporting changes that have not been incorporated into Banner;
- Dr. Sarhan met with the International Education Taskforce on Tue, September 13 and they will provide him with a report by the end of Fall 2011;
- Dr. Sarhan again mentioned timely forwarding of paperwork to identify permanent faculty members;
- Dr. Sarhan said units are submitting overloads and needs should be addressed now as the new budget cycle approaches;
- Said each unit should try to identify a good mix and full-time faculty and part-time instructors;
- Dr. Sarhan mentioned that Dr. Dozier would like to see the Deans present at Faculty Senate;
- Dr. William "Bill" Dowling has been elected as the new Vice Chair;
- Dr. Sarhan said please keep working on operation procedure manual for each area;
- Promotion and tenure lists will be coming soon from Dr. Sarhan;
- Dr. Sarhan has issues with the current post-tenure policy as written;
- Dr. Sarhan has asked Dr. Dowling to address the issue during his tenure as Vice Chair of the Faculty Senate;
- FT temps should teach 12 hours and be paid for overloads;
- Dr. Dunn and Dr. Leseane brought up information from last year that described the duties of FT Temps and that info said they should teach 15 hours;
- Dr. Sarhan stated for the record that said policy was never approved and he had objections to the original policy and if the policy can be located, he will review it and bring it back to the table for feedback;
- Dr. Dunn inquired about individual workload policies within the colleges and Dr. Sarhan said that is fine and such a policy can be implemented on a case by case basis because there are many important projects taking place that will merit changes in a faculty member's workload;
- Dr. Leseane inquired about the pay for PT and overload, Ms. Jenkins will share the policies after the meeting via email;

Unit Updates

CLASS

- On Monday, the Political Science students put together a very good program on the root causes of September 11th ;
- There is a play scheduled on Thursday and Dr. Bailey has a speaker coming in during the next few days;

COBA

- In need of a qualified economist who can do some adjunct work;

OSRA

- STEM conference Oct 14 – 16 on the campus of SSU;
- Federal requirement that all persons involved in Federal grants must attend mandatory “Responsible conduct of research” workshop;
- Dr. Chetty will be bringing in an expert who will offer the workshop;
- Dr. Sarhan asked Dr. Chetty to forward the information to the Deans when it becomes available;
- Dr. Chetty said research misconduct is a serious issue;
- The Medical College of Georgia has opened a branch at Candler Hospital and they are asking for a meeting with SSU to discuss possible collaboration efforts;
- Dr. Sarhan said it sounds like a wonderful opportunity and asked Dr. Chetty to follow-up and keep the council apprised of any pertinent information;

COST

- Dr. Dunn met with GA Health Sciences University to work out a partnership or MOU for students to enter into their program after completing an Associate degree at SSU;
- Dr. Purnell and Dr. Dunn will work with the coordinators to get SSU onboard;
- Handout given in reference to the program and Dr. Dunn will provide updates as more information is available;

Library

- Met with consultant to evaluate the security system (e-Learning);
- Only thing advised was to shore up the procedure manual;
- Mrs. Fayoyin said everyone would be receiving information about Banned Book Week;
- Have been invited to participate in a project maybe a grant that she will discuss with Dr. Chetty to make sure of what exactly it is;
- Ten schools from across the nation will be selected and Dr. Chetty asked Mrs. Fayoyin to contact Nancy Riggs for additional assistance;

SOTE

- Traveling to Middle Georgia College as the institution that the PSC requested SSU to work with as they just completed the approval process;
- Searches are underway and one of the search chairs should submit names by Thursday and the other committee should be submitting names the following week;
- Dr. Barnette spoke with someone from Armstrong in regards to Race to the Top federal funds and he will provide more information at a later date;

Graduate Administration

- Sent out information to the Deans regarding ‘IP’ grades;
- Going forward a students will be given an ‘I’;
- Dr. Stokes has asked the coordinators to send out a certified letter to all students who have ‘IP’ grades to state that they have a year to remove the IP grade or it will be converted to an ‘F’
- Doing an audit of student GPA’s to identify all those with a GPA below 3.00;

Academic Affairs

- Program review committee was previously chaired by Dr. Alemayehu;
- There is a schedule for review available and a replacement for Dr. Alemayehu is being considered;
- Dr. Sarhan asked Dr. Stokes to share the schedule with each of the deans;
- The BoR is doing the post audit for all recently approved programs;
- Five years after inception of the program the Board is coming in to review the numbers;
- New degree proposals must be very specific about faculty requirements;
- Meaningful needs assessment for the program and employment information and forecasts, etc.
- September 29th, Chancellor Huckaby will be on campus for about 3 hours;
- He will be given the opportunity to meet with faculty and Dr. Sarhan asked that each Dean submit the names of 2 or 3 faculty members from their college to meet with the Chancellor;
- New student union will be functioning on the 16th, but the dedication will take place on the 29th during the Chancellor's visit;
- On the evening of the 29th, at 6:00 p.m. the joint faculty reception for AASU/SSU will take place;
- Dr. Sarhan asked each of the Deans to be present at the event, taking place at the Armstrong center in downtown Savannah;
- Dr. Chetty mentioned the president will be handing out scholarship awards on the 28th at 2:00 p.m.;
- In the information submitted to Dr. Sarhan for presentation to the Chancellor, COST has over 1200 students, CLASS has 1800 students, COBA has about 1000 students and about 500 are listed as undeclared;
- Mrs. Fayoyin asked that in the good and bad things mentioned to the Chancellor, could the mention of a new library be included?
- Dr. Sarhan said we are currently lobbying for a new building for Marine Science to the tune of about 3 million dollars;
- The campus master plan was recently put together and Dr. Dunn mentioned for the record that the committee did mention we needed a new library;
- Current enrollment is 4,527 and chances are that number will increase next year;
- The Transition Team is coming up with a lot of good ideas for retention;
- Dr. Sarhan would like to see the implementation of English as a Second Language courses at SSU;

Adjourn