**MINUTES**

**July 6, 2010, 3:00p.m. -5:00 p.m.**

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| **Present** | Dana Sally, Scott Higgins, Perry Schoon, Steve Carlisle, John West, Marie Huff, Debra Burke, Wendy Ford, Bob McMahan, Regis Gilman |
| **Guests** | Anna McFadden, Craig Fowler, Melissa Wargo, Alan Socha, David Onder |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Minutes** | The minutes of June 15, 2010 stand approved.  |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **IT Update****(Craig Fowler)** | Craig provided an update on IT re: * In order to increase IT’s academic community engagement, IT is moving forward to create a Director for Academic Engagement and IT Governance. A few approval loops remain.
* IT will be launching a new web site in the fall.
* Beginning July 12th, IT will email an IT Weekly Update which will be sent out every Monday rather than the multiple emails being sent today.
* The Executive Council approved advertising a position in Class TIPS area
* IT will be assessing PC Asset fee (likely Oct 1). This fee has not been assessed in the past two years or so due to inventory accuracy issues. All computers will be assessed a fee of $16-20 for each computer within each unit. The money will go towards FTE activity and student workers that manage these assets, surplusing, etc.

Q: What about teaching carts and shared classrooms – who will pay?A: Not sure.Craig informed COD this is not a new fee, it just has not been billed in several years. I was asked if there is any document that shows this as an official university policy so the deans can share this information with department heads. Craig said he would look into the documentation situation and the plan is to provide inventory lists to deans by September 1 to allow them 30 days to review prior to the billing date of October 1.* IT has established a team to look at the incident management process. An incident is a trouble or problem report that IT receives. The team is mapping out the process from problem reported to problem resolved and is establishing metrics, target problem resolution times, and expectations for hand-offs and communications across IT areas. This is an internal IT process.
* IT has instituted a root cause team – a group of technical individuals that meet monthly to review major issues from the prior month to see if there is a root cause for the problems that emerged. This has been very helpful at reaching some systemic issues.
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| **Blackboard Update (Anna McFadden)** | Anna provided an update on Blackboard via a power point presentation (attached). The message is that Blackboard is for everybody, not just faculty that are teaching online. Anna is working on a Wimba training session as well as an online training course for adjunct and distant education faculty to train them in the system. If you are a student AND an employee, you have to log in in two places – the only way it can be done.Please note the Coulter Faculty Commons will be closing down Blackboard training during New Faculty Orientation and will resume once classes begin. |
| **IT Governance (Craig Fowler)** | Craig began his portion of the presentation on IT Governance (see attached power point presentation). Q: How are unfunded GA mandates prioritized?A: This will enable us to at least talk about the priorities that will be impacted by these unfunded mandates. Right now we really don’t know the impact on planned campus projects and priorities.Discussion ensued regarding COD having direct input into IT Governance – Craig will consider recommendations. Anna requested the deans send her and Craig feedback regarding this discussion. Craig distributed a handout for COD review. Anna will provide this to Anne to send out electronically to COD. |
| **Articulation Agreement between SOCW and AB Tech (Marie Huff)** | COD reviewed the handout and discussion ensued. The deans provided feedback to Marie regarding specific changes they recommend be included in the document. With the inclusion of these changes, COD moved to accept the document.  |
| **SCH Credit for USI Courses** **(Melissa Wargo)** | How do we give credit for USI courses? A&S has been the catchall for this historically. There has been a great deal of discussion about how other faculty in other colleges teaching these classes actually get credit for them. There is about 1200 credit hours that were attributed to A&S regardless of where the faculty live. |
| **Enrollment Projections** **(Melissa Wargo)** | Melissa provided an update regarding enrollment projections. When we do enrollment projections – we do the biennium budget, and then a year later we review that budget. We are ramping up to do the budget but to date do not have the instructions from GA – tentatively expect to have them by the end of July. Last year projections were due to GA August 1, which gave us a very short turnaround. This could happen again.In the past COD has not had direct voice in the development of enrollment projections. Today’s conversation is a prelude to a more in-depth conversation with Melissa and Sam in how we develop the enrollment projections. Linda has asked Melissa to develop some initial targets with SCH by college. Typically, Melissa receives instructions from GA. Melissa then sends this to Scott and Admissions certain targets for Admissions. OIRP then runs them through our projection model and we generate an initial projection in terms of headcount and SCH’s. That information then goes back through the same group of people. Melissa does not anticipate this process is going to be very different than the past. Melissa and Sam now need to find a way to be consistent and in agreement on the projections and allow for input from COD. Discussion ensued.The question is – do you want to establish targets for the undergraduate level which we have not done in the past. When Melissa receives the instructions from GA she will share them with the deans. Melissa will run reports to give the overall picture by college and send this out to the deans. We want to give the deans time to engage in conversation with department heads. This topic will be a discussion item at the July COD workday.Melissa continued to review the projection model with COD. She asked the deans to provide feedback so that her team may continue to refine the model to become a usable tool. In terms of the projections, she will modify reports and send those to the deans prior to further conversation on this topic. |

**REPORTS AND UPDATES**

There are no items.

c: Terry Welch