**MINUTES**

**June 15, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Brian Railsback, Perry Schoon, Scott Higgins, Robert Kehrberg, Dana Sally, Debbie Burke, Marie Huff, Wendy Ford, Regis Gilman, Bob McMahan, Linda Stanford |
| **Guests** | Joe Philpott |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Linda** | Academic Affairs is scheduled to provide the program to BOT on December 1st. Wendy will follow up with Mark Matthias regarding a video. In addition we could possibly include posters on service learning and have students present with a key faculty person. We will bring this back to COD in a month. |
| **Linda** | Linda asked the deans to bring forth any names of colleagues that could serve as a consultant in distant education. |
| **Minutes** | The minutes of May 18, May 27 Workday and June 1 stand approved. |

**DEAN’S ROUNDTABLE**

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| **Scott** | Scott reminded the dean that notices have been sent out regarding RAMSeS. This is one of several mandates to implement without support – this being the electronic submission of grants that has been in the works for 3-4 years. Someone within each college needs to spearhead handling that software package.  Each college needs a contact person to work with Scott Higgins to input data into this program. In A&S each person who completes the pen/paper portion of the grant will be responsible for data input. Scott will be happy to train anyone – can start with COD and Associate deans. This system is much easier, has tracking, reminders, manages accountability, etc. This is also how grant information is to be communicated to GA. Training will take an hour. Beth will take this to the Department Head Workshop. |
| **Linda** | COD discussed the University Leadership Council and plans to move forward. Discussion ensued. There were 8 main initiatives identified. Dr. Bardo plans to come and talk to the Strategic Planning Council. Linda will bring information back to COD on the SPC process after she meets with Melissa. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Post Mortem on Graduation (Linda)** | Linda asked the deans for feedback on graduation. The following suggestions were made:   * should be a speaker at *each* ceremony * 3 other institutions do a separate graduate ceremony distinct from undergraduate. Some would like undergrads/parents/family to see the graduate ceremony and be included in the undergraduate ceremony * Suggested staging the area differently to accommodate more people. * Suggested doing something to make it more meaningful to students and faculty. We have forgotten this is about students – how are we sealing the deal with our potential alumni when they leave us? |
| ***Action Item*** | Brian, Marie, Bob and Scott will form a sub-committee to make some recommendations to the Commencement Committee on behalf of the Council of Deans. |
| **Transition List (Linda)** | Linda asked deans to review the transition list and add any missing items, highlight important and bring them to Linda for your next individual meeting. |
| **Distant Learning Targets (Linda/Joe)** | Joe distributed handout to COD. Regis said there has been a decrease in headcount. EO lost their director of distant learning support, Phil Cauley went back to Admissions, and we’ve had a lack of travel funds and resources to work with teachers, in high schools, community colleges this last year. Marketing and recruitment have gone away.  SCH is up – greater expectation to take larger load. We are seeing a decrease in 18-21 year old SCH – are we not attracting the high school student? We need to have Regis bring back information to COD: SCH by age group, by university.  Joe reviewed the handout with COD. Targets are in the last column. Discussion ensued. COD asked for more information on distant costs per SCH generated. |
| **Online Testing (Linda** | Marie and Linda had significant issues last year with resident students taking online tests and cheating. Perry has had a couple too. Some testing is synced with a book, etc. This has caused lots of problems. As you talk with faculty and your leadership group – if they are conducting these sorts of tests, the residential online students will have to have a proctored test. This is for residential students only. |

**REPORTS AND UPDATES**

There are no items.

c: Terry Welch