**MINUTES**

**June 1, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Bob McMahan, Robert Kehrberg, Elisabeth Leonard, Brian Railsback, Ken Flynt, Scott Higgins, Wendy Ford, Perry Schoon, Beth Lofquist, Linda Stanford, Regis Gilman, Stephen Brown |
| **Guests** | Nory Prochaska, Jason Ottie, Carol Burton, Zaneta Summers |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Regis** | Elearners.com upload – will be moving to Education Dynamics. We are very pleased with responses from program directors. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Education Briefcase (Carol Burton, Jason Ottie, Nory Prochaska, Zaneta Summers)** | Carol introduced her team and provided some history. Nory and Jason presented a Power Point presentation on the Education Briefcase. The goal is to build the Education Briefcase into the Blackboard system by end of summer 2010; pilot ebriefcase with first year composition students (Eng 101 only) and begin information and training for campus community by Fall 2010-2011; conduct evaluation pilot and modify system as needed by Summer 2011; expand ebriefcase availability to more students/programs by Fall 2011.  **Q:** When you have different kinds of briefcases, and different kinds of portfolios, how will students be guided to know which?  **A:** Through TIPS, workshops and on the main ebriefcase page it will also walk students through how to develop initial briefcases. These are also defined for the students. We are also working with the Orientation Program to add this and to address transfer students – this ultimately will be rolled out in freshman seminar, etc.  **Q:** Where is the assessment piece of this?  **A:** We are still in development. Blackboard has this component; we just have not purchased it yet. One other major pitfall of this sort of initiative is having people jump in who are not fully prepared and they can quickly become discouraged – this will be rolled out very systematically.  **Q:** If part of this has to do with employers, will they be involved to provide feedback at some point?  **A:** Yes, they will at some point in time. It will likely be through Career Services. |
| **Graduate Faculty Review Process (Scott)** | Scott distributed a handout. This is about the dean and department heads ability to let the graduate school know when they want to change graduate faculty status. To become a graduate faculty:  1) Included on the A21 upon hire;  2) In the fall send out a list of graduate faculty for updating to the department heads;  3) A new hire that wasn’t hired to become graduate faculty- can nominate through the use of nomination form, reviewed then decided.  The TPR committee is trying to streamline this process. We are trying to figure out how to get information in a timely fashion for the graduate school – we have a process but no policy. This is an attempt to create a policy and procedure to address this (only 4.0 but does not adequately capture this information).  The handout outlines a proposed procedure which Scott previously sent out to COD for feedback and Linda asked that we discuss today. COD discussed what a full graduate status faculty member looks like. Discussion ensued.  The dean’s provided Scott with feedback and will send additional comments to him. He will revise the document to include the feedback. Some COD members would like for affiliate graduate faculty to be able to serve as head of a thesis committee – they meet all other qualifications, just are choosing not to seek the tenure process. A review can be *called* at any time. Fixed term contracts come up before AFE – creates issues.  Scott found that faculty were not progressing as they should – need a quality measure for these individuals, an obvious disconnect between department heads and deans. This has an impact on accreditation too. Fixed term faculty have to be a piece of this. |
| ***Action Item*** | Linda and Scott will get together and bring this back one more time to COD. |
| **Department Head Workshop (Beth)** | Beth sent out a notice and received the attached topics back from individuals. In June department heads pick one of two meetings to attend (11th or 23rd) – same agenda. Are there other items that should be on this list and which should be covered in June? Suggested topics are: role of Advising Center and the role of Registrar and faculty. Beth reviewed items with COD and determined the best time for topics over the summer, the first meeting in the fall or early in fall semester. |
| **Email from Linda**  **(Linda)** | We were unable to address this topic today. Linda requested the deans provide her with individual definitions of a modern university and send this information to Anne.  Linda also requested the deans compile a list of critical issues within their colleges and forward this to Anne. |

**REPORTS AND UPDATES**

There are no items.

c: Terry Welch