**MINUTES**

**March 16, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Kyle Carter, Beth Lofquist, Wendy Ford, James Zhang, Linda Stanford, Scott Higgins, Dana Sally, Perry Schoon, Brain Railsback, Ron Johnson, Regis Gillman, Robert Kehrberg |
| **Guests** | Chris Cooper, Keith Corzine |
| **Recorder** | Natalie Broom |

**ANNOUNCEMENTS/INFORMATION**

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| **Scott Higgins/Innovation and Tech Transfer Pilot Team** | Scott requested an additional member from each of the colleges for Innovation and Tech Transfer pilot team. We need to expand the committee objective for faculty members to help develop a process. This is a GA initiative with the report due April 16th. Please give a name to Scott as soon as possible. |
| **Linda Stanford/ Intent to Plan Nursing** | Linda passed out a handout and requested this item be on the next COD agenda. |
| **Beth/Department Head Workshop Agenda** | This meeting has been cancelled. |
| **Minutes** | Minutes were not reviewed. |

**DISCUSSION**

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| **Approval of small “C” Centers** | We have gotten away from this - requires a process of approval. This will be brought back to the Deans for discussion. |
| **Summer Session Distance/Resident Cross-listed Courses** | Beth emailed the process for computing salary. As far as coding the auditing issues - we will be consistent throughout the year. Distance will be distance and resident is resident, split code faculty salary, and summer is self supporting. Beth will send a memo to the Deans. |
| **Residential Courses being taught Online** | Department heads and students didn’t know about faculty members turning some courses into online courses that weren’t posted in banner as online-- is there a vehicle to control this? Identify what online courses are, how do students identify online courses? Departments are responsible for coding the courses so this will be added to the next department head agenda. Deans need to go back to department heads and discuss the need to double check and make sure they are correct in banner and see if there are other issues. As we go into the summer workshop, memo from Deans that it is important to advertise the correct course modality to the students before registration begins. |
| **Roll Up** | There is nothing else to report. At this time we are asking you to pay attention to what you are spending. Do you want us to correct all negative balances on departments budgets due to pay for print. I wouldn’t think so, remind Dr. Carter to ask Joe to investigate negative balances for pay for print |
| **Deans Evaluation Process** | One of the major changes in the process is that the Provost will have access to the evaluations. One thing different this from the past; some of you will not be evaluated this year. Scott, Robert or Pat won’t be evaluated. Some are on 360 evaluations. We are trying to get to a rotational schedule so that we aren’t doing 360 evaluations on everyone at once. This is also a workload issue for IR. There were no objections to have informal, written evaluations during off year. Disregard Beth’s comment on process draft concerning the table about the Dean from Graduate School—she misread the matrix! |
| **Math Placement Test** | Interest in placing a math placement exam, provides appropriate guidance where students should go. This program was drafted and presented to the Associate Deans who endorsed it and it came to Council of Deans. The goal is to eventually institute the measure when students go to orientation. There was pushback from the lateness of trying to implement it for orientations this year. For the pilot students will opt to take this test while participating in specifically identified mathematics courses. If they place out of Math courses, what they are proposing is to take a higher math. At this time students self select which courses they think they should take. This issue is an admissions issue. The proposal before us is a pilot program to place students in specific math courses. Only students that intend to take a math course higher than Math 101 will have to take the test. Once we have the results from the pilot test we can have another proposal. It’s a diagnostic tool. We can put this item on the agenda for further discussion, if we focus on the proposal, we are supportive of this but look at possible selective bias from the data. |

**REPORTS AND UPDATES**

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| **Policy # 6** | This item is postponed to the next COD agenda. |
| **Faculty Workload** | This item is postponed to the next COD agenda. |
| **Report on CAO Meeting** | We asked for clarification on the process. Campuses need to be notified the results on panel discussions. There will probably be some attempt on Alan Mabe’s part to corral all applicants at the same time. |

c: Terry Welch