**MINUTES**

**March 20, 2012, 10:00 a.m. -2:00 p.m.**

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| **Present** | Regis Gilman, Linda Stanford, Robert Kehrberg, Carol Burton, Louis Buck, Mark Lord, Perry Schoon, Scott Higgins, Dana Sally, James Zhang, Brian Railsback, Beth Lofquist |
| **Guests** | Marty Ramsey, Laura Huff, Bruce Henderson, Phil Sanger, Brent Kinser, Peg Connolly, Glenda Hensley, Gary Jones, Jim Deconinck |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Tour of IT/Forsyth Basement** | The deans would like to tour this facility in the summer after July 1. Anne will schedule. |
| **NCCAT Affiliate (Beth Lofquist)** | NCCAT Affiliate (Beth) – The College of Arts and Sciences and the College of Education and Allied Professions now has affiliates with NCCAT. Perry and Gibbs were provided the forms to sign. |
| **Bells in the Valley (Beth Lofquist)** | There will be a preview of Bells in the Valley in the Mountain Heritage Auditorium, March 23rd at 8:30 am. This is the historical video that has been updated – 20 minutes long. Please come if possible. Otherwise, it will be showing in the UC Theatre on the day of installation (3/29) every 30 minutes. |
| **Exempt or Not Exempt (Regis Gilman)** | Whether you are SPA or not, on March 30 there will be a workshop called Exempt or Not Exempt. There was an email that went out to campus regarding this event. |
| **20th Annual Graduate Symposium**  **(Scott Higgins)** | This year we have 94 exhibits with representatives and winners from every college. This event is a stand alone in our UBNC system. |
| **Library Survey (Dana Sally)** | Dana asked the deans to please complete the survey and encourage others to do so as well. |
| **Millennial Campus (Louis Buck)** | There is a Millennial Campus Meeting Friday. We had a forum last week and there may be another one scheduled. If you wish to provide input, please send to Louis to represent in the report. |
| **College of Business Dean Update**  **(Perry Schoon)** | Three names have been given to Beth. We will decide who will come to campus shortly. |
| **Undergraduate Expo**  **(Brian Railsback)** | The Undergraduate Expo begins at 5:30 Monday evening. Brian expressed his appreciation for faculty being so involved with all the additional activity on campus at this time. |
| **Literary Festival (Gibbs Knotts)** | The Literary Festival is going on this week. Please try to attend. |
| **19th Century Studies Association**  **(Robert Kehrberg)** | The Nineteenth Century Studies Association (NCSA), formerly known as the Southeastern Nineteenth Century Studies Association, is an interdisciplinary association for the study of nineteenth-century world cultures.  The 33rd Annaul Conference is being held in Asheville, North Carolina.  Dr. Christina Reitz from the SOM is the Conference coordinator.  Dr. Reitz and two other faculty members from the Dept. of Philosophy are presenting papers.  The conference is March 22-24th. |
| **Minutes** | The February 23, 2012 Council of Deans Workday minutes and the March 6, 2012 Council of Deans Meeting minutes stand approved as written. |

**DEANS’ ROUNDTABLE**

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| **Dana Sally** | Dana was debited $4,300 from facilities for painting completed in 2008 as well as a Paw Print bill for $4,000 for one machine for one month - a machine that does not receive high usage. |
| **Linda Stanford** | HHS has a $132,000 mannequin. A&F will not pay for this until an inspector is coming in to make sure it turns on. Anything over $10,000 has to be inspected by the state inspector. All of this equipment is on warranty. Arthur Stephens manages this. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Alumni Newsletter (Marty Ramsey, Laura Huff)** | Marty and Laura distributed a hard copy hand out of the Alumni E-Newsletter. As alums, Beth and Carol have been receiving this. The first edition went out last May. We have 20,000 good addresses, 60,000 totals. Each letter is content relevant for that particular alum based on the academic college/department they received their degree from. Marty distributed the timeline we follow for each newsletter. If any of your colleges have information you would like to communicate, just send that to Cindi Magill and we’ll be sure it gets in that issue of Purple Pride.  We are trying to make articles relatively short. Laura reviewed the handout newsletter. Each is personalized to the individual. Also highlighted are alum that are doing interesting things and a section for gift planning and fundraising. We have found an incredible response rate once we started personalizing – the more we can put dynamic content tailored to those individuals, the more readers we attract. Let us know what we can do to reach alum from your college. If you have alum information, please share those addresses.  **Q:** Is it possible to get the deans group on the mailing list?  **A:** Yes.  **Q:** How dependable are your Banner lists from colleges?  **A:** We feel they are pretty accurate. Regarding current addresses, etc it runs about 80%.  **Q:** With all the transitions within colleges, which letter would alum get?  **A:** Marty will follow up.  **Q:** Do you have an up to date way of tracking graduate students? Do deans get information as far as undergraduate and graduate students?  **A:** We do identify by program. We use Banner for student information. When they graduate they automatically roll over to alumni. It is the students prior to college reorganization that may present problems.  **Q:** Are you able to track interests through the click through?  **A:** Yes, we are able to determine the information they personally relate to.  **Q:** Is there a way to cater the university giving button back to college or department level?  **A:** Yes, you can specify. Likely through departmental fundraising, you are working with the development office. Laura is happy to assist with that to increase your return.  **Q:** Is there a comments section?  **A:** No, but we will add that. |
| **Support for Student and Faculty Scholarship**  **(Beth Lofquist)** | This is likely a moot point now, given what we have discovered since. Brian will not advocate for this now, but something to consider in the future. |
| **APR 25 (Mark Lord)** | The deans have seen this document but have not had an opportunity to discuss since its development. The challenge in the way it is written indicates any person could initiate a reorganization process which could hamper the ability of the dean or department head to do their job. Also, there appears to be veto power at the Faculty Senate level. There are going to be major budgetary issues in our future – this APR does not allow for a quick process. Concerns were voiced about the lack of cost benefit/analysis – this is an area that needs to be highlighted as a function of reorganization.  Faculty Senate is making recommendations only and they are aware those recommendations may or may not be accepted. It was suggested there be some sort of initial assessment before going through the arduous process of reorganization – to see if it even makes sense – we need to assess if there is funding to support, etc.  We will likely have some required reorganizations as we complete program prioritization. We can consider doing a preamble paragraph regarding what it would take to move forward with this process like a cost benefit analysis and that the Faculty Senate does not automatically make an approval. |
| **General Education Review (Bruce Henderson, Phil Sanger, Brent Kinser, Peg Connolly, Glenda Hensley, Gary Jones, Jim DeConinck** | Bruce Henderson reported on the General Education Review committee’s progress for the last two years. We have sent out a summary report to faculty and held two forums. We held several forums about a year ago during the process. The last two forums were to get a response to the summary and we met today to consider those responses. We plan to do final editing over next two weeks and have ready for general distribution and Faculty Senate. The final report will come out April 9th including the faculty survey, review of literature, etc.  **Q:** Did anything you heard at the forums make it into the edits?  **A:** We discussed about ten items and those we felt were important to make some changes to, however they were likely not the changes people may have hoped for. There will be some changes in language, but very little.  **Q:** What is the thinking about two classes per discipline per category?  **A:** We will have new language, but decided to stay with our original stand. There were long discussions within the committee regarding the foreign language requirement. Discussion ensued.  **Q:** Were there any cost analysis, budget considerations?  **A:** The University is funded the way it is funded with a certain ratio of faculty to student. We don’t believe there is any savings. It might be a little more expensive. We held separate forums on seminars – heard support as long as they can remain small. These courses are considered high impact on retention. Discussion ensued.  The Community College system is revisiting their core but we do not think this will impact us at this point. Another point of discussion is the request of faculty to have a 3/3 load and have smaller classes – not sure how to make that work. There is a strong move toward outcomes assessments – we will recommend to Faculty Senate a proposal for the foundation of a new assessment committee with some teeth that would be ongoing. We did not have a huge attendance at forums and are not sure how to interpret that. We are not sure if Faculty Senate will do additional forums after they receive the proposal. The committee has been a great group and has worked very hard and very well together. |
| **Dean Access to SAI Information**  **(Linda Stanford)** | One policy says deans have access and one policy says they do not. Linda would like to be able to access. Mark will follow up with Melissa on this to be sure deans have access. Department Head’s do have access. |
| **Enrollment Targets and Performing Funding**  **(Beth Lofquist)** | We will continue to talk about this topic – this is a beginning discussion. All institutions will have seven core measures as listed on the handout. Beth reviewed the handout. We are asked to review and send our reactions. Discussion ensued.  Regis distributed handouts she reviewed with COD regarding community college graduates/transfers. Regis suggested a distance special studies that would allow individuals to complete their degree on line (adult degree completion program). Kentucky requires institutions to have an adult degree completion program.  Beth asked the deans to review this document and get comments to Anne by Friday. This is going to BOG soon – we want to get our comments in prior to that. The Performance Funding model is to take the place of Enrollment Growth money. |
| **Transfer Recruitment Committee Report (Brian Railsback)** | Brian reviewed the handout with COD. The deans prefer to share this with others before we discuss. We will discuss this at the late April COD meeting. |
| **Display Cases in Ramsey for Installation**  **(Beth Lofquist)** | Deans discussed costs incurred and we will see if Provost Office can cover. |
| **E&T Funds**  **(Beth Lofquist)** | Do you want to keep dispensing the break down the way it is? The deans said yes. Some deans indicated their Banner accounts do not match what Joe has provided. Beth will follow up. |
| **Associate Director for Distance Learning**  **(Regis Gilman)** | Regis distributed a handout regarding this position. The position has been approved. Regis reviewed the job description with COD. It is being funded half out of state dollars and half out of military receipts. The Educational Outreach Associate Dean position was funded by summer session, so when summer session money went to the Provost Office the position went away. The deans support this position. |
| **New DRCD Comments**  **(Mark Lord)** | Mark and Beth have reviewed. There is a statement in teaching about pedagogy – make sure this language is in your CRD’s as they come forward. Our advice is to not be too specific, but utilize generalities as best you can. Collegiality statements are being included. It was suggested using the term “professional behavior” rather than collegiality. |

**PROVOST UPDATES**

There are no items.