

**Dean's Council  
June 22, 2011  
Minutes**

**Members Present:** Russell Lowery-Hart, Joy Brenneman, Tamara Clunis, Bill Crawford, Kim Davis, Daniel Esquivel, Jerry Moller, Carol Moore, Lou Ann Seabourn

**Members Absent:** Shawn Fouts, Patsy Lemaster, Renee Vincent

**Others Present:** Mark Hanna and Kathy Wetzel

**Academic Structure**

In moving from a Division to a Dean structure in the academic arena, Council members were asked to submit lists of all departments reporting to each Dean. Changes proposed to structure were discussed to identify appropriate terms to attach to programs, departments and previous Divisions.

**CE Integration**

A meeting is scheduled for July 22 to discuss the integration of Continuing Education with Academics. Some of the items to be included on the agenda are:

- CE staff involvement in program advisory committees
- Improved marketing of linked academic and continuing education courses

**Budget**

Listening and Learning sessions were successful in alleviating concerns regarding employee pay, layoffs and summer parity. The institution was successful in developing a balanced budget in spite of the initial concerns of budget cuts at the state level.

**Advertising Part-Time Instructors**

The Council was asked to identify the critical information needed on a part-time faculty application for employment. The information identified includes:

- Time available
- Academic credentials
- Ability to use technology

If additional criteria needs to be included, members were asked to submit the information to Carol.

Human Resources will be contacted about developing the part-time application as an online document rather than a printable one.

### **Kick-Off Week and Our CC Partners**

Kick-off week begins Monday, August 15. A proposed agenda was distributed to the Council.

General Assembly will be streamlined to focus on student success.

Paul Matney will be leading the Achieving the Dream process.

All members of Academic Affairs **are required** to attend Poverty Training with guest speaker Donna Beegle on Friday, August 19 at the Civic Center Grand Plaza.

### **Temporary Appointment Letters**

Joy asked Council members to identify faculty needing Temporary Appointment letters so they can be sent out as soon as possible.

### **SACS – Mark Hanna and Kathy Wetzel**

Mark Hanna discovered, in looking at the online course syllabi, that there is inconsistency in learning outcomes and course objectives between instructors teaching the same courses.

Mark also shared a SACS document regarding Electronically Offered Degree and Certificate Programs. Documentation is needed to support compliance. Mark will email program coordinators, and copy Russell and the deans, for examples of 5 different courses supporting compliance.

Kathy asked that all faculty be notified as soon as possible that course syllabi be updated with consistent learning outcomes and course objectives throughout every department.

Russell indicated he had already spoken to Danita and by October 1 all sections of every course will have common course objectives and learning outcomes.

### **New Items**

Adjourned at 3:25.