

**Dean's Council
June 8, 2012
Minutes**

Members Present: Russell Lowery-Hart, Joy Brenneman, Tamara Clunis, Kim Davis, Daniel Esquivel, Patsy Lemaster, Jerry Moller, Carol Moore and Renee Vincent

Members Absent: Bill Crawford, Shawn Fouts

Others Present: Diane Brice

Schedules, Contact Hours, Rosters, Grades – Brice

Brice asked deans to include her in departmental meetings at the beginning of the fall semester to explain the process of course section development including necessary contact hours, instruction method, importance of census rosters, etc.

Jerry asked Diane to email the deans closer to the beginning the fall semester as a reminder to include her in departmental meetings.

Transcripts and evaluations are available online through WebNow. If faculty need access to view these documents, please contact Diane Brice to gain access to the WebNow system.

Brice encouraged all members of the Council to contact her with any ideas or concerns in processes. Colleague is capable of doing more than we are using it for.

Late Registration

Effective Fall 2012, late registration will no longer be available. Brice asked deans to cancel courses by the Wednesday before classes begin if possible in order to adjust student schedules prior to the first day of class.

SACS

We have received the off-site SACS report and we must respond by June 30, 2012.

Russell reviewed the issues regarding faculty credentials and ensured that the appropriate dean was aware of specific faculty with issues.

Russell asked Joy to send the link to the Faculty Credentials database. Each Council member will have to be given access to the database to review faculty credentials. They will need to identify information that needs to be added to the database, create a word document detailing the missing information and email it to Danita McNally, Bruce Moseley and Edie Carter and copy Russell. Any questions regarding the qualifications of faculty should be sent to Russell for assessment before submission to the database.

Overall the outcome of the initial report was positive.

Policy Audit

We are engaging in a policy audit through the No Excuses Core Team. There are 8 questions regarding Academic Affairs and members have been asked to write to them.

- Question 1 – Carol (degree checklists), Daniel (pathways), Russell (accelerated)
 - Are programs of study clearly mapped from entry to completion?
 - Linked to career pathways?
 - Do you have a standard course attendance policy? Is attendance mandatory?
 - Do you charge a fee or require paperwork to be filed (barriers) in order to graduate? If so, do you audit records and award degrees to students who completed but did not apply?
 - Does course scheduling facilitate program completion?
 - Do you offer any accelerated programs?
- Question 2 – Russell
 - Are there processes in place for working with K-12 and 4-year/university sectors to align curricula and competencies?
 - If so, could the processes be “models” for other programs?
- Question 3 – Patsy
 - Is there an institutional statement in place that addresses diversity and equity?
 - Are faculty, staff and administrators trained to work with students from diverse backgrounds?
 - Multicultural perspective integrated in curriculum?
- Question 4 – Russell
 - Is there a procedure for creating “late-start” classes due to the demand produced by late registration?
 - If so, is it effective?
- Question 5 – Renee Vincent
 - Are there learning communities on campus?
 - If so, identify cohorts and describe common learning experiences, including classes and co-curricular activities
- Question 6 – Jerry

- Are all required courses available at time suitable for all kinds of students, including those working FT?
- Question 7 – Russell
 - Does the college have a statement about the value of student learning? If so, please describe
 - Has the college identified learning outcomes for each program? For each course? If so, how is mastery assessed?
 - Are distance learning programs regularly evaluated and outcomes compared to on-campus success rates?
- Question 8 – Tamara and Patsy
 - Describe how faculty engage in continuous quality improvement to address the learning needs of at-risk or under-prepared students.
 - Give examples of active learning.
 - Are faculty rewarded for gains made by low-income or student of color? If so, describe how?

Dean Search

Bill Crawford has submitted his resignation and will retire August 17, 2012. Jerry Moller will chair the search committee for his replacement. Russell distributed a packet including the job posting, search committee members, a list of important qualities and concerns submitted by the Health Science faculty and staff and written questions for the candidates. The position will be advertised externally.

Dean's Council Retreat

Paul Matney would like to have a Dean's Council retreat. Members have been asked to identify 3 innovations or projects in his/her area and present them at the retreat. The retreat is scheduled for Monday, June 11, 2012.

Adjunct Academy

Patsy distributed a draft copy of the curriculum for the proposed Adjunct Academy - 101 for Fall 2012 and asked for feedback from the Council. The purpose of the Academy is to embrace adjuncts, give them basic information about processes and make them part of AC. It would be required of all new adjuncts and offered to experienced adjuncts and provide an opportunity for networking and bonding. The Academy could be used by Department Chairs as a requirement for a struggling adjunct. Council members discussed concerns with payment and time requirements.

Budget

Budget workshops are scheduled in the upcoming weeks. Budgets submitted are moving forward unless members have been contacted by Russell.

New Business

Continued discussion regarding the damage Vista College is doing to families in the community.

Adjourned at 11:30.