

**Deans' Council Meeting  
November 5, 2014  
Minutes**

**Members Present:** Tamara Clunis, Kim Davis, Daniel Esquivel, Dan Ferguson, Jerry Moller, Carol Moore, Cheryl Oldham, Richard Pullen, Mark Rowh, Renee Vincent and Kathy Wetzel

**Members Absent:** Lyndy Forrester and Patsy Lemaster

**Others Present:** Diane Brice

**Multiple Instructors on Sections**

When an instructor is attached to a section of a course, the information regarding the instructor is reported to the Co Board. If an instructor is a facilitator only, the instructor should be added through CTL for access to Blackboard, but not added at the section level in Colleague. If multiple instructors are actually teaching parts of the course, they should be assigned to the course during scheduling. During the FWA process, use the FASC screen in Colleague to assign load percentages to the faculty attached to the course.

**General Education Core Course Designation**

A recommendation was presented to the Curriculum Committee requiring justification for any specific course requested in a core area. The justification can be based on outside accreditation requirements or advisory committee recommendation. However, many AA and AS degrees do not have outside accreditation requirements or advisory committee recommendations. If a specific course is required based on the transferability to a university, provide documentation regarding the transferring institutions' requirements. It is very important for deans to communicate clearly to department chairs and program managers the core requirement justification as program changes are submitted to the Curriculum Committee.

Deans suggested the online forms be updated and more clearly articulate the expectations for curriculum change submissions. Dan Ferguson, Carol Moore, and Diane Brice will work together in assessing and updating the forms.

Diane also asked that course pre-requisites be thoroughly vetted prior to submission to the Curriculum Committee.

## **Section Co-Requisites**

Pam Madden sent an email to the deans and department chairs to identify all course sections with co-requisite sections. By tying specific sections together as co-requisites, the colleague system will automatically enroll a student in both sections.

## **New Business**

An invoice for the costs at Fort Marcy for the Deans' Council retreat was distributed to the Council.

### Dean's Council Member Reports

- Academic Success
- Center for Teaching and Learning
- Continuing Education
- Health Sciences
- Hereford Campus
- Liberal Arts
- Moore County Campus
- Nursing – see attached
- STEM
- Technical Education

Adjourned at 2:30