

**Deans Meeting
September 3, 2014
Minutes**

Members Present: Joy Brenneman, Tamara Clunis, Kim Davis, Daniel Esquivel, Dan Ferguson, Lyndy Forrester, Jerry Moller, Carol Moore, Mark Rowh and Renee Vincent

Members Absent: Patsy Lemaster and Kathy Wetzel

Others Present: Diane Brice

Registrar's Office Concerns

Diane Brice thanked the deans for the support of their departments in relocating classes due to the in-operation of the elevator in Ordway Hall and Dutton Hall.

No late registration needs to be enforced by faculty as well as student services staff. She asked that any class with low enrollment be cancelled by the Wednesday before the first day of class in order for students to adjust their schedules.

The week before classes began several instructors rearranged their course offerings and caused several problems for students who were already enrolled. She asked that all faculty have an accurate schedule of classes prior to the start of registration. She also offered to provide training for faculty to develop class schedules. The deans agreed to require their department chairs and coordinators attend training. Joy will give Diane a complete list of coordinators, along with their assistants.

ACConnect provides self-service information regarding census dates, drop dates, etc. for every course. Faculty can access their specific course information there.

The new schedule planning system contains an optimization feature for sorting classes. It was set up this semester to push late start classes to the bottom of the search results. Honors courses are set up to appear at the top of the search list. Math department requested courses with an attached instructor appeared higher in the search than courses without an instructor.

Late start classes were already full by the time the semester began, so students trying to register late had very few options. It was suggested that perhaps the late start courses not be opened until other courses fill to push students who register early into the traditional start classes. It was also suggested that more late start classes be offered on campus or hybrid rather than online.

Rank and Tenure Policy

The current Rank and Tenure policies and procedures are not clear and concise, so this summer the policy was re-visited by a group of former Rank and Tenure chairs. The deans were asked to review the proposed Rank and Tenure Policy and provide feedback by September 10. It will then be presented to the Rank and Tenure Committee and then to Faculty Senate for review.

Fall Enrollment

Fall enrollment is still down, but dual credit enrollments have helped offset the overall decline in numbers. English dual credit enrollment is down due to new testing requirements. New testing requirements in reading didn't seem to have the same negative impact.

Late Start Classes

Late start classes that were set up at the start of registration are already full. Jerry encouraged all deans to identify areas where additional late start classes could be added and increase caps on existing courses where possible.

Transition Plan

There are many changes in the Academic Affairs Division, including:

- Arts & Sciences has split into Liberal Arts, with Dan Ferguson as dean and STEM (Science, Technology, Engineering and Mathematics), with Kathy Wetzels as dean.
- Richard Pullen has become the Dean of Nursing.
- New department chairs include Alan Kee – Social and Behavioral Sciences, Frank Sobey – English, Humanities and Languages and Collin Witherspoon – Mathematics, Engineering and Physical Sciences
- Jill Gibson is coordinator of Matney Mass Media and Jodie Lindseth is coordinator of Management.

Vice President Search

The VPAA position will post soon and Bob Austin will chair the search committee. The goal is to have a VP in place by the beginning of the spring semester.

New Business

- Curriculum Committee will begin meeting soon. The Coordinating Board has mandated that all associate degrees must be at 60 hours by Fall 2015, so there will be many program changes submitted this year.
- FWA meetings are scheduled next week.
- AEL grant is launching on Washington Street and Hereford campuses.
- Daniel requested meetings between the branch campuses and the department chairs and program coordinators to clarify the roles of the branch campuses.
- Several East Campus faculty are taking advantage of the course redesign program.
- Workhands is the platform used to create a digital portfolio for East Campus students.
- MCC getting an intramurals program off the ground.

Adjourned at 3:20