

Deans Council
Minutes February 6, 2020
Ware Student Commons, 1:30 pm – 3:00 pm

Members Present: Becky Burton, Frank Sobey, Jeannie George, Kim Crowley, Becky Easton, Toni Gray, David Hall, Linda Munoz, Tina Babb, Daniel Esquivel, Renee Vincent, Tamara Clunis

Others Present:

Members Absent: Edie Carter, Toni Van Dyke

Cornerstone

Cornerstone midpoint conversations will take place at the end of February or the beginning of March. Human Resources will send out official communication on how to use the cornerstone software. The expectation of the midpoint check-in is for leaders to utilize this tool with their full-time direct reports to engage in conversations regarding their performance. There are no hard deadlines or task being assigned, no scores being given, and there are no approvers needed at this time. Carol Buse mentioned that faculty/staff within the business division are showing they are reporting to Penelope Davis instead of Mark Nair.

Adjunct Evaluations

Tina sent out an email a couple weeks ago to all academic leaders with a word document attached for adjunct faculty performance evaluations. The chair or coordinator is to use the information/attachment in the email to evaluate their adjuncts annually. Dual credit adjuncts will be evaluated by each departments DC coordinator. Data needed for the evaluation can be found in the IDS, class climate, and blackboard. Both the adjunct and chair or coordinator will sign off on the evaluation. The chair or coordinator will need to contact Richard Stephenson if they do not have access to the black board class of the adjunct they are evaluating.

Overload

In meeting with IT in regards to our latest response to section 6.2b of the SACSCOC 5th year report we will no longer put “O” in the FWLR screen. Using “O” can be misleading and has caused pay issues in the past. The “O” is not needed since anything calculated over 15 hours will automatically pay overload. Frank mentioned more information will be forthcoming.

Budget

This year's budget will be based off of the departments three-year average, instead of zero base budgeting. Tamara asked the deans not to add in any new faculty lines unless it's absolutely necessity. The budgeting goal is for the overall Academic Affairs Divisional budgets to remain flat.

The budget forms are housed on the P: drive in the budgeting 20-21 folder for this year budgeting cycle. Once the forms are filled out send them to Toni Van Dyke in the VPAA office and copy your Associate Vice President. Additionally, any increases or decreases will require a brief email with the rational for the changes. Deans are to email the rational to their Associate Vice President and copy Toni Van Dyke. Once the forms are filled out make sure to enter the data in Colleague. Deans are encourage to do a one-on-one training with Jeanette Nelson .

Deans were informed that there is a chance the VPAA office will go back to pooling the adjunct/overload pools and student worker pools.

FTIC 2017 Data

The FTIC data is showing that 35 (16%) of the 220 FTIC students graduated in 2019FA. The data shows an additional 86 (39%) of the 220 students will graduate in the 2020SP or 2020SU, with another 10 to 20 anticipated to transfer. Which gives an overall completion rate of 56%.