

Deans Council
Minutes – October 28, 2021
Virtually, GoToMeeting - 1:30 pm to 2:30 pm

Members Present: Tina Babb, Kim Boyd, Edie Carter, Kim Crowley, Becky Easton, Daniel Esquivel, Jeannie George, Toni Gray, David Hall, Michelle Lamons, Linda Muñoz, Lori Petty, Frank Sobey, Renee Vincent, Barbara Wahi

Others Present: Ariana Tiroff, Toni Van Dyke

Members Absent: Becky Burton, Tamara Clunis

Evaluations

Ms. Carter asked when deans will receive the chair evaluations back from the employees they supervisor. Mr. Sobey stated the results of the evaluations will be released to the first level supervisor on November 19, 2021 and second level supervisors will receive them on December 3, 2021. Faculty were told that coordinators, directors, and chairs will not have their evaluations results until the evaluation of their faculty had concluded. This is due to not all departments having program coordinators or chairs. The timeline is different from the initial timeline that was initially communicated. Faculty Senate was also provided the merit scoring data during spring semester. Mr. Sobey will send out communication to all deans, department chairs, and coordinators that layouts the timeline provided by Human Resources. However, since he is not over the communication process he will need to get approve from Human Resources before sending it out.

Deans discussed their concerns about their employees scoring of themselves. Scoring yourself a 3 implies high quality work, but employees see it as low and are scoring themselves 4 or higher. However, making a 3 is truly doing a great job at the college.

Minimum Expectation for faculty is:

- Attend Commencement
- Attend department meetings
- Attend General Assembly
- Grades in Blackboard
- Completing census roster on time
- Arrive to class on time
- Holding office hours
- Submitting grades on time

However, there should be on going conversations between supervisors and faculty or supervisors and staff before the evaluation process is opened. The evaluation process is not the time to bring the issues up for the first time. Deans were asked to send Becky Burton and Frank Sobey a list of suggestions on how to improve the evaluation process.

Human Resources Digest

Mr. Sobey ensured that the deans read the HR digest, if not he provided the information below that was in the digest.

We are streamlining and implementing new processes for job postings and hiring requests. Moving forward, instead of emailing our Recruiter Joni Stone directly, please recruit related correspondence to our designated AC Recruiting email account at acrecruit@actx.edu. To submit a position request or request to hire, please use the forms below.

- **NEW** [Request to Hire form](#)
- [Position Request Form](#)

Of note is the highlighted portion. If you need to follow up on the status of a candidate who has received all necessary leadership approvals, use the AC Recruiting email for all inquiries if (1) you have received no communication in Workable about status or (2) you have not directly heard from HR through alternative means.

Deans were told they can use the acrecruit@actx.edu email for all other questions. Ms. Easton request that the position request and request to hire forms be added to the forms page in acconnect.

Rank and Tenure

Deans were asked to review the rank report that was emailed to them last week to verify the information was correct. If a faculty members name is not on the list for rank, but should be, contact Toni Van Dyke at tjvandyke@actx.edu.

SACSCOC

Ms. Babb reminded the academic deans that the yearly adjunct performance reviews are due in February 2022.

Other

Dr. Petty announced that Ariana Tiroff is the new Blackboard Administrator for the Center for Teaching and Learning. There is going to be a lot of changes happening in Blackboard as it switches over to Ultra. Ms. Tiroff will continue to provide support for Class Climate.