

**Dean's Council Minutes**  
**Wednesday, July 20, 2011**  
**Colston Conference Room - 2:00 p.m.**

**In attendance:** Dr. Mostafa Sarhan, Dr. Derrek Dunn, Dr. Elazer Barnette, Dr. Reginald Leseane, and Dr. Micheal Schroeder

**Minutes from June 29, 2011 were not available**

**Master of Urban Studies and Planning Update**

- For ten (10) years the program has been a threshold program;
- Steps to deactivate the program were done incorrectly and were a violation of board policy;
- Program still exists and has currently enrolled students, current number unknown;
- Sarhan is awaiting the decision of the program or the college on how they would like to proceed with the program going forward;
- Once this decision is made, this recommendation will be forwarded to the President who will in turn forward this information to the Board of Regents;
- Dr. Schroeder says the Urban Studies program becoming a concentration under the MPA program was discussed;
- Grand Valley State University in Michigan has an MPA program with an Urban Studies concentration;
- Deactivation will take two years which will allow current students in the program to graduate;
- It was mentioned that perhaps acceptance letters for the two incoming students could explain the program is undergoing review and may be deactivated prior to their graduation;
- This would give the students the necessary information to make a decision about enrolling in the program;
- No new students will be accepted;
- The chair of the Political Science and Public Affairs department will be changing, Dr. Bailey will return to SBS and Dr. Bernard Bongang will resume duties as the Interim Chair of PSPA;
- Dr. Sarhan again reiterated that policies and procedures must be followed at all times. If policy and procedure are not followed, Sarhan will not sign off on documentation for a flawed process. He also asked that if he violated policy that it be brought to his attention as well;

**Academic Forgiveness/Repeating of Courses**

- Handout given as provided by Dr. Stokes;
- Our system is currently set to accept the highest grade in any course taken by a student and calculate that grade into the student's GPA;
- If we change to one of the other available options, latest or first passing, it will affect all students who were or are enrolled at SSU and cause recalculation of their GPA's;
- There is no way to set the system to differentiate between current students and previously enrolled students so even those who have graduated will be affected by a change;
- Discussion ensued about how much we currently pay to be hosted and the cost difference in being not hosted and hiring someone to write the scripts we need to enact certain policies;
- This issue will be tabled until Jeff Delaney and Edward Jolley can be contacted for a discussion of the logistics of not being hosted;

**-Tabled**

### **Academic Probation/Suspension**

- Handout given as provided by Dr. Stokes;
- Policy as written regarding unofficial withdrawals should be enforced and Mr. Cranford will be contacted to see how we can enforce the policy going forward;
- Currently students on academic suspension see Dr. Stokes as the sole person to overturn their suspension;
- Dr. Sarhan and Dr. Leseane would like to see a committee in place to handle this issue. All appeals would have to be submitted electronically by a certain date and sent to the committee for review and a decision;
- The letter and/or email sent from the registrar informing students of their academic status would include verbiage to say your appeal must be submitted by this time to this office and in this format, etc.
- This issue will be tabled until the particulars are worked out; **-Tabled**

### **Information/policies from RACAA Summer Meeting**

- Attendees need additional time to read over the huge amount of information that was provided;
- Dr. Stokes will be asked to give an update at the next meeting; **-Tabled**

### **Education Minor**

- Handout given – sample of AASU and SSU application and requirements for a minor in Education;
- We are currently in violation with the current offering of an Education Minor;
- Current minor courses do not require a student to take 9 upper division hours;
- There is also no field experience component as required by the Board;
- Handout given to reflect number of students who have or are pursuing the education minor;
- Dr. Barnette mentioned statements in the current catalog that are misleading and need to be corrected immediately;
- We should be able to offer the foundation courses 2110, 2120, 2130 in the Spr 2012;
- We should not offer an education minor if we have education programs;
- Students currently listed with an education minor will be contacted and asked to attend a meeting to discuss their options and how the process will be handled going forward;

### **International Travel Procedures**

- Handout given by Dr. Dunn – email to Dunn from Chetty;
- Dr. Chetty is asking for his signature on International Travel authorization requests for funding verification purposes;
- Currently funding is verified by Business and Financial Affairs prior to approval from that office;
- Meeting will be scheduled with Dr. Chetty, the Deans and Mr. Jolley in the future to discuss the issue;

### **New Business**

- Redundancy of forms has been discussed at the cabinet level and there will be a review of the processes and forms used and see how to streamline the processes and eliminate unnecessary forms;
- Graduate Student Orientation program
  - How do we deal with orientation of graduate students this year;
  - In the past a program was held by Graduate Studies (handout given of 2009 program);

- Dr. Dunn suggested do intro of key faculty and personnel and release the students to meet with the program coordinator to be advised and register;
- After registration, they can see financial aid and the Bursar for payment;
- Deans asked to share ideas as to the content of the program and we will put something together based on feedback;
- DegreeWorks is here and was previously given to the Center for Academic Success to handle;
- Dr. Leseane suggested a representative from each college to assist with training and rollout of the program;
- The President asked Dr. Clark, Mr. Jolley, and Dr. Sarhan to review the application for graduation process and a meeting was held last week;
- Dr. Sarhan has asked the Registrar to pull a list of students who have completed 110 credit hours at the end of the summer semester;
- Those students need to contact their advisor to see if they are on track for graduation and submit their application for graduation by September 1;
- There will no longer be late fees as no applications will be accepted past the set deadline;
- Going forward, the application deadline will be set about four months prior to each commencement ceremony;
- Block scheduling will be used for incoming freshmen going forward;
- Dr. Leseane will take the lead on block scheduling;
- Certain sections of English and math will be set aside to include only freshmen;
- Dr. Sarhan asked each dean to provide the numbers in relation to maximum capacity – how many students can you realistically handle with faculty and classroom space;

## **Unit Updates**

### **SOTE**

- New office space is up and running;
- New main extension for office is 4100
- Two searches are underway for Dr. Wyatt's and Dr. Mosley's positions;
- 6 students will be notified soon about Education scholarships
- Dr. Barnette is currently working on four major preconditions and conceptual framework;
- He is also in the process of developing a faculty handbook and student handbook;

### **CLASS**

- There are several activities taking place for the HBCU-HUD grant out of Political Science;
- The accreditation of Mass Communications is ongoing;

### **COST**

- Building renovations are underway in COST;
- Various programs are taking place, i.e. STEM 360 & Marine Science Summer programs;
- The streaming video lab is coming together and will be online soon;
- BETA testing will begin in the Fall;
- Promising software for use by Mathematics Education program;
- Lab fees have been received from Jolley, process still needs work;

## **COBA**

- Global Logistics minor is on track for Fall along with upper level classes for Finance majors;
- Dr. Leseane said we need IT person in each college;
- We could then archive features of online streaming;
- If not a full-time person, at least a PT person can be hired;
- As a whole, still dissatisfied with condition and monitoring of computer labs;

## **Academic Affairs**

- Nationwide Athletics Director search is underway, search committee should consist of one person from each area;
- Fall Institute will be Thursday, August 4<sup>th</sup>;
- Will be a one day event with college and department meetings scheduled for Friday;
- The President will be stopping by each area if possible;
- Multiple new software programs coming to campus, we need a person to coordinate all of the training and other program aspects for DegreeWorks, Digital Measures and TaskStream;

## **Adjourn**