

Dean's Council Minutes
Wednesday, August 3, 2011
Academic Affairs Conference Room - 10:00 a.m.

In attendance: Dr. Mostafa Sarhan, Dr. Larry Stokes, Dr. Derrek Dunn, Dr. Elazer Barnette, Dr. Reginald Leseane, Dr. Michael Schroeder, Mrs. Mary Jo Fayoyin , and Dr. Chellu Chetty

Minutes from July 20, 2011 approved with no corrections

Hiring processes (faculty lines and advertising)

- September 1st is deadline for all new hire paperwork to be in Academic Affairs;
- Each search needs to begin as early as possible for Temp or Vacant positions;
- Mass Communications search is still ongoing;
- Forms used on campus for any matter are under review per Cabinet;
- New form has just been introduced by HR - the Search Committee signature form;
- A step by step list with required forms and procedures from Academic Affairs and Human Resources will be developed;
- Object of hiring process is to build a strong faculty cohort and this cannot be done w/ FT Temps;
- Search committee should consist of tenured faculty;
- Currently it is hard to compose a search committee of tenured faculty members in some departments, can a change be put before Faculty Handbook committee to change this requirement?
- FT Temps are only supposed to work for a maximum of three (3) years;
- Dr. Chetty mentioned knowing of several temps who are beyond the third year of employment;
- Freshmen enrollment is up and as a result has created the need for additional staffing for English and Math courses;
- Dr. Sarhan asked each area to work to insure all freshmen have seats in their intro classes;
- SSU admitted 2900 new freshmen, 1290 of that number have registered;
- All available dorm space is being utilized and the waitlist for housing is currently 160 students;

RACAA/RACSA update

- E-Learning program will be Desire to Learn and it will be effective in 2013;
- SSU was approved for core outcomes, those will be enforced beginning Fall 2012 across the USG system;
- Articulation agreements need to be in place with Technical Colleges;
- Administrators should be given contracts and have their administrative role listed in the contract;
- Permanent chairs are 12 months faculty who are given a stipend;

Sidebar

- Most classes are scheduled during the day;
- More evening classes are needed to accommodate non-traditional students;
- We need to better utilize classroom space we have available on campus and this means leaving your area to teach in another building if the space is available;
- No classroom belongs to a particular faculty member or program;

QEP Search Committee

- All Deans need to register for the annual SACS meeting in December in Orlando, FL;
- Search is currently being advertised;
- Search committee needed so that new person will come onboard in January 2012;
- Dr. Sarhan asked Dr. Schroeder to chair the committee and recommended Dr. Gentry, Dr. Pride, and Dr. Leseane as committee members;
- Dr. Lisa Yount has been given a one course overload to coordinate QEP duties in the interim;

Degree Works Update

- May or June 2012 is the “go live” date according to the BoR;
- Dr. Leseane mentioned some of the features of DegreeWorks such as:
 - CAP, a degree evaluation tool;
 - Gross GPA calculation;
 - Multitude of student standings in addition to good standing;
 - Alternate PIN capabilities;
 - Registration planner (semester by semester);
- Team members are needed for the training phase;
- Both catalogs, undergraduate and graduate, will be uploaded into DegreeWorks;
- Degree grids and any hidden processes will also be built into DegreeWorks;
- September 30th is the deadline for submission of catalogs and degree grids;
- Meeting will be scheduled with Dr. Clark, Mr. Cranford and the Deans to discuss implementation and pending deadlines;

Digital Measures

- All faculty need to complete a profile in digital measure database;
- A deadline needs to be in place each semester for information to be uploaded;
- Teaching information should be uploaded by the college/department and not faculty members;

Policies and Procedures (SOP for each unit)

- Non-tenured faculty are not permitted to travel on International Study abroad trips;
- Each unit is asked to develop a SOP (standard operating procedures) manual;
- It is not a policy if it is not written, no more verbal policies;
- If there is no policy, develop one and get faculty input on the new policies and procedures;

E-Core

- Mrs. Fayoyin stated there is a meeting planned for September in Augusta, GA;
- Membership requires a sign-off from the President;
- A MOU (memorandum of understanding) is necessary;
- Handout given listing additional details via email from Janet Gubbins;
- Search needed to see if we already have a MOU on file for E-Core;

Are we ready for the first day of school? How prepared is your unit?

- Dr. Sarhan will sign PT contracts with no delay if the recommended person has the requisite qualifications;
- We need to have enough faculty in place to teach courses;
- Dr. Sarhan does not want any upset parents calling Academic Affairs, the President or the BoR;
- No freshman should be turned away and upperclassmen should pre-register for all classes;

Books on Demand

- Company that owns the bookstore is currently undergoing Chapter 11 reorganization;
- Some faculty members choose books on demand and students cannot resell them to the bookstore;
- Each area needs to have coordinator to serve as liaison between their area and the bookstore;

Old Business

- Issue of seniors taking transient courses their last semester is still under review;

New Business

- Graduate Assistantships
 - Asked that each Dean look through submissions and approve;
 - Number awarded based on previous fall's enrollment in the program;
 - 1 graduate assistantship per 10 students enrolled;
- FYE Course staffing
 - Concerned that staff teaching the course may lead to course being taught as it was in the past;
 - Dr. Sarhan asked the Deans what is their opinion on qualifications for instructors for this course?
 - Faculty members will be given a 2 hour overload if needed to insure qualified instructors;
- D grades
 - Earned "D" grades must be repeated in Area A, Area F, major requirements area, and in any classes needed if you declare a minor;
 - Across the USG system, a "D" is considered passing if the overall GPA meets institution requirements;
- Storm Readiness
 - Make preparations now in case of a storm so that files, computer documents can easily be transported and kept safe;
 - Be prepared is the word of the day;
- Urban Studies or MPA or Both – online courses
 - We should look into the possibility of offering courses in these areas online
 - Urban Studies admitted one new student for the Fall 2011;

Unit Updates

SOTE

- Education minor classes will be available Spring 2013 for those students in the AASU/SSU program;
- Still working on four major preconditions for the PSC;
- Currently developing mission, philosophy and goals;
- Will be moving forward with Civil Engineering Technology education program;
- SSU still has middle grades major on the books with BoR; used to be offered in conjunction with AASU;

CLASS

- Needs more faculty and more classroom space;

COST

- Currently working with Department of Transportation on a program;
- Preparing from incoming students;

COBA

- General Business degree totally online by Fall 2012;
- Two additional computer applications classes have been added;

Library

- Currently digitizing yearbooks and faculty papers from the 1940's and 50's;
- The library was awarded a photo preservation grant;
- Mrs. Fayoyin will be visiting each of the colleges to explain the process and workshops will be offered for faculty;
- Workshops are being offered to students about E-Learning in 30 minute sessions;
- Workshops are also being offered for "Turn it In"

Adjourn