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;

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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