

**Deans Council Minutes**  
**January 10, 2005**

Members present: Peter Rabideau, chairman; Wayne Groce (for Gregg Boring), Frances Coleman, Lou Capella (for Sara Freedman), Jerry Gilbert, Sue Minchew, Nick Nichols, Phil Oldham, Kirk Schulz, and Vance Watson. Also present were: Mark Binkley, Butch Stokes, Gary Pike, and Charles Guest.

1. Promotion and Tenure packets are due in the office of the Provost on January 15th.
2. Vice President Colin Scanes shared a Summary of Awards for FY 2003 through FY 2005. If deans would like breakdowns on different departments, Dr. Scanes can provide that. A similar report will be provided each month.
3. Academic Operating Policies:
  - **AOP 11.13 -- Winter Intercession** This policy creates the possibility of Winter Intercession, before the regular spring semester begins. Some questions and concerns were expressed ("will" be held - - should be "may" be held; course cannot be used for workload for 9-month load - why not?; remove 12-month faculty getting extra compensation; rather than "a faculty member" must have his/her course approved ... - this should be the department responsibility, not the individual faculty member). We are proposing implementing this in Spring 2006. The committee is looking at dormitory availability during this period. Dr. Gilbert will make revisions and return this policy to Associate Deans Council for approval.
  - **AOP 12.11 -- Degree Requirements - Undergraduate** This policy clarifies something that has been our practice. The Registrar is working on electronic approval. Change wording in #4 to read "... and obtain advisor approval and dean notification". Also, students who return for second baccalaureate degree must have at least 30 hours above the first degree. With this change, the policy was approved.
  - **AOP 12.12 -- Credit, Grades, and Academic Standing** The grade of WI for Permanent Incomplete has been added. This sets a one-year limit for students to return to school and complete a course. There was a motion, second, and the policy was approved as submitted.
  - **AOP 12.32 -- Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed** This policy change is in response to a change in Board policy. There was a motion, second, and the policy was approved as submitted.
  - **AOP 13.12 -- Summer School Teaching** This changes the summer school percentage from 7% to 8% per course. This practice was actually

begun several years ago, this is to update the policy. There was a motion, second, and the policy was approved as submitted.

4. **Operating Policy 01.21 - - Post-Tenure Review Policy** This policy was approved by Executive Council this morning, with the noted deletions. The policy was approved prior to Deans Council approval, since the IHL Board asked for all institutions to submit their policies on post tenure review in January. Faculty Senate had worked with this policy for a few months.
5. Executive Council today approved three-year timetable for more substantial reviews of deans, associate deans, department heads and academic directors. Dr. Rabideau asked Waanda to give the deans an updated cycle for deans' reviews. The Deans will do the same with Associate Deans and Department Heads. We will plan on implementation for Spring 2008. We do require annual reviews of all faculty.
6. Other items:
  - Dr. Rabideau shared with the deans his thoughts on placing banners on the Drill Field to honor faculty with distinction.
  - Hopefully within the next couple of weeks, we will get out an RFP to faculty for development of Learning Communities.
  - We plan on an upcoming forum on Scholarship of Outreach. Dr. Rabideau and Dr. McGilberry will discuss this.
  - There will be a reception on campus on Thursday for the MSMS faculty, deans, specific department heads and faculty to encourage collaboration.
  - Dean Schulz reported that engineering:
    - 1) Will recognize faculty who have obtained Fellow or higher distinction at a dinner on February 4 at Old Waverly.
    - 2) Has initiated some research working groups to meet 1-2 times a month to exchange research ideas across college lines.
  - Butch Stokes reported that 1303 students applied for graduation in December. All but 56 had been cleared as of Friday. Diploma packets will be in the mail shortly
  - Vice President Scanes reported
    - 1) We are making efforts to increase the number of doctorates in the institution.
    - 2) Technology commercialization: We have the first contract from the College of Engineering and also are working on others.
  - Dr. Pike reported that some deans will receive the form used for collecting NSF data. His office will fill out enrollment information.
  - Dr. Minchew reported that Dr. Glen Hendren has assumed the position of Interim Associate Dean in Education on a full-time basis. Dr. Kirk was

part-time while continuing her duties as department head. She has returned to full-time department head status.