

Deans Council Minutes July 1, 2002

Members present: George Verrall, chairman; Wayne Bennett, Brad Carter, Frances Coleman, Sam Foster, Sara Freedman, Dennis Mitchell, Phil Oldham, Ruth Prescott, Roy Ruby, John Thomson, Lynn Reinschmiedt (for Vance Watson), and Jim West. Also present were: Leslie Bauman, Julie Fulgham, Charles Guest, Mike Rackley, David Shaw, and Butch Stokes.

1. David Shaw distributed a draft copy of *Policy and Guidelines for the Establishment and Operation of Institutes, Centers, and Other Designated Research, Education and Service Activities and Entities*, and led a discussion concerning the document and how it was developed. He asked the deans for input into this draft document by August 1.
2. Brad Carter gave a brief overview of the Academic Department Instructional Metrics information distributed by Institutional Research to the college deans. Some metrics such as number of lecture sections are approximate, but calculations are consistent for all departments. This is necessary information for use on campus as well as for SACS self-study. If you have recommendations on the data, please contact Julie Fulgham.
3. Other items:
 - Dr. Verrall stated that he is prepared to raise the enrollment number in undergraduate and graduate classes. Butch Stokes will look at past history. We also need to look at how we count split classes with both graduate and undergraduates enrolled.
 - Dr. Verrall explained his decision to reduce some selected category raises. All faculty raises were reduced by .935% and some executive salaries were reduced. This has kept Academic Affairs within the 4%. The budget will be considered at the Board meeting in July. We may need to justify raises which were over 8%.
 - We will begin to look at vacant positions, retired positions and time-frames.
 - Leslie Bauman stated that fall semester is when we have to present official roster for accreditation, the time period for which they will look at credentials for faculty.
 - There will be no pay raises in January.
 - Charles Guest will fill in temporarily as Affirmative Action Equal Employment Officer.
 - Brad Carter will fill in as Acting Dean for Continuing Education until an interim is appointed.
 - Roy Ruby will also serve as Acting Head of the Department of Educational Leadership.
 - Butch Stokes is serving as Interim Registrar

- Jonathan Pote will serve as Interim Vice President for Research.
- The Provost search will be conducted after a new President is named.
- We will begin to look for a date for the next Deans Retreat.