

**Dean's Council  
January 14, 2021  
Academic Affairs  
9:00 – 11:00am**

9:00 – 9:15

Updates

Faculty Workload/Faculty Release

- Dr. Cezeaux held the first committee meeting on Friday, January 8<sup>th</sup>. Charge was set for members to review activities faculty are involved with but do not fall under the regular faculty workload; senior projects, internships, etc.
- Members are to go back to their departments or colleges to gather information and get syllabi to help with assigning load; due January 29<sup>th</sup>.

Department Head Description

- Dr. Robertson shared an update from the Department Heads Council. The group liked the proposal. They have created a sub-committee to review the proposal led by Dr. David Blanks.

Graduate Director Description

- Dr. Schoephoerster stated the first Graduate Council meeting is Tuesday, January 19<sup>th</sup> and program director releases are on the agenda. A taskforce will be formed.

Advising Handbook

- Dr. Cass will begin this next week. Dr. Johnson indicated she liked what the advising speakers from the CETL sessions stated in their presentation. Empowering the student to take an active role in their advising and registration. Changes need to be made to Tech 1001 and CSP 1013, as well as all the introduction courses within the colleges.
- Dr. Aulgur stated Dr. Dana Tribble, who oversees Tech 1001 and CSP 1013, has already reached out to Dr. Aulgur about changes that need to be made to the courses. Dr. Bean stated a need for comparing syllabi of all introduction courses. Dr. Aulgur volunteered to speak with Department Head Council and make the request to get those syllabi

and ask the Department Heads what they think learning outcomes should be for these introduction courses.

- Dr. Jones stated at other institutions, faculty are not allowed to register students. Once the student meets with the faculty member, the ownership is on the student to register themselves. This removes the responsibility from the faculty member to register the student and the student will not be able to deny they did not know about courses they were enrolled in.
- Dr. Cezeaux suggested an advising survey be sent to the students. Dr. Robertson stated there has been pushback in the past but this is a good idea and should be looked into. This could also help with HLC documentation. Dr. Robertson shared the following link:  
<https://nacada.ksu.edu/Resources.aspx>
- Dr. Aulgur asked about speaking with faculty about the importance of advising and that it falls under teaching and departments establishing guidelines for advising. Dr. Johnson agreed the conversation needs to happen with the faculty and within the departments. This could begin the culture shift for advising.

9:15 – 9:45

#### Additional Priorities for Spring Semester

##### 1) HLC

- a. Assessment. To begin this spring to have data and discuss learning outcomes for at least one program so intervention can be put into place. Then the next year, it can be reviewed and documented.
- b. Dr. Austin will meet with the Deans around February and go over what the departments are supposed to be doing and the Dean will approve via Weave. Dr. Austin is currently collecting a list of those faculty who are interested in assessment to assist with this process.
- c. Dr. Johnson explored bringing in an expert to work with faculty on assessment. Dr. Cass agreed that an outside person be brought in to help with the process. Along with department and college committees so departments are not

- only relying on the Assessment Office. Faculty and departments need to understand assessment.
- d. Dr. Robertson stated a speaker was brought in a few years ago by Dr. Austin and it was very productive. Perhaps, a nursing faculty member but he was not certain.
  - e. Dr. Jones indicated per AACSB, each faculty member is required to be part of assessment at some level. Faculty are to be on at least one committee. College of Business recently received notes on failure to document their efforts. He indicated documentation is more of a challenge rather than participation. Setting up the assessment framework is a goal he has for his college.
  - f. Dr. Johnson has asked Dr. Austin to complete a plan to address these areas. Involvement and feedback needs to be provided. Dr. Austin will present the process to the Deans prior to implementation.
- 2) QM Courses: The online course rubric needs to be implemented. Department Heads need to be involved in the development of the quality of their online courses. T2TOL list has been updated for those who have completed and can be sent out to the Deans. This training is applicable for F2F and online courses. Dr. Aulgur will meet with the committee and present to the Department Heads Council and funds will be available to cover costs.
  - 3) Plan CETL activities for 2021-22.
  - 4) Training for Department Heads needs to take place in July 2021.

9:45 – 10:05

#### College Highlights / Upcoming Events / Announcements

- Dr. Aulgur gave an update from the most recent Re-Up meeting. 131 actively registered students; 72 new students and 59 persisted. 50 admitted and 25 applied. Re-Up is struggling with undeclared students and RN-BSN students and how to place them in programs to be advised.
- Dr. Schoephoerster shared there will be a virtual open house for graduate students. Almost all graduate program directors will be participating. Over 100 students have signed up to attend. 100 new graduate students enrolled for the spring semester. Peer review site visit of post-award

will be conducted by NCURA next week. This is the second visit; the same group has already reviewed pre-award.

- Dr. Jones shared this semester marked the largest enrollment in the MBA program. February is ethics month. Links are now live for February 3<sup>rd</sup> with the Chief Security Officer of Axiom; February 10<sup>th</sup> with John Maxwell. Please forward any pre-questions to Dr. Jones. February 17<sup>th</sup>, College of Business students will be handing out code of ethics for the College; February 24<sup>th</sup>, ethics trivia with prizes.
- Dr. Cezeaux shared the accreditation visit for Parks and Recreation will be held later in the spring semester. Spring lunches will begin rather than dinners like in the fall. The dinners brought in about \$10,000 in revenue from the series. Working on pre-payment logistics. Williamson Hall renovation is progressing nicely.
- Students are receiving military deployment notices. Please let your faculty know to work with these students and their coursework.

10:05 – 10:25

#### Friday Presentations

- Dr. Johnson emailed Nathan Kraft about the invites for the presentations. There may be new links to access the meeting as well as utilization of breakout rooms. Dr. Johnson will be in the meeting for the entire day but it is not mandatory if a Dean must step away and needs to leave the meeting.
- Schedule remains the same; beginning with A&H at 8:00 am, NHS at 9:00 am, EAS at 10:00 am. BUS will pick back up at 1:00 pm, Graduate College at 2:00 pm, eTech 3:00 pm, and Dr. Johnson at 4:00 pm. Dr. Johnson will share her presentation this afternoon/evening if you are available.

10:25 – 10:55

#### Prioritization of Searches for Faculty Positions

- At Position Review Committee this morning, Dr. Johnson learned there had been some discussion about putting a freeze on hiring. Dr. Johnson asked about faculty hiring. Mr. Branson indicated the need to use salary savings. Dr. Johnson expressed concerns about accreditation requirements and the need to fill other key areas in Academic Affairs. Dr. Johnson hopes to proceed with searches for areas that have overwhelming student demand.

- Based on the list Dr. Johnson has, Deans please rank each position's importance to Dr. Johnson by Monday, January 18<sup>th</sup>. Positions need to be posted by the end of the month.

10:55

Adjournment

### **Future Agenda Items**

- Faculty FTE Calculations
- Course Rotations – 2 year sequence
  - Need to have a course rotation for every program on campus that fits in the 8-semester agreement each new student signs. Please do not forget transfer students. Dr. Schoephoerster will look into something similar for graduate students signing a 4-semester agreement. April 1 is the deadline to have course rotations completed.
  - It is important that the course rotation also mirror what the advising center is using
  - Dr. Jones recommended that once all of the rotations are completed that we update the catalog indicating the semester the course is offered so students, advisors, faculty, etc. would not have to look for a rotation to see when a course is offered. .
- Common Graduate Research Course
  - Taskforce created at last meeting from fall semester. Will follow-up with group on Tuesday.
- Advising Training
  - Dr. Cass will review the meeting notes and amend the document.
  - Dr. Johnson suggested he look at the advising materials on the website for Southeast Missouri to see if they had any information specific for faculty.
- Program Assessment/Program Review/Annual Assessment
  - Insert Deans, No feedback to Dept/Dean
  - What does good assessment look like?
- Curriculum
- Academic Prioritization
- Thesis Production