

**Deans Council Meeting Minutes**  
**August 8, 2018 at 9:00 a.m.**  
**Sandra Campbell Conference Room**

Present: Dr. Peggy Doss, Ms. Crystal Halley, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Marsha Clayton, Ms. Kim Level, Dr. Phil Tappe, Dr. Rob Ficklin, Mr. Dan Boice, Mr. Brian Hairston, Ms. Caroline Johnson, Mr. Bob Ware, Ms. Sharon Cantrell, Ms. Misty Paschall, and Ms. Rita Hyatt.

The minutes from the July 17, 2018 meeting were approved.

Dr. Doss reviewed the schedule for Professional Development Week.

Monday, August 13 – Training for New Faculty/Staff

Luncheon/Mixer with three current faculty members to host a friendly discussion

Tuesday, August 14 – Introduce new faculty/staff, recognize faculty receiving promotion and tenure, University Address, guest speaker Dr. Jo Arney, Blackboard training

She asked the deans and new faculty/staff to sit on the first two rows in the Fine Arts Center Auditorium for the introduction of new faculty and staff. The deans and new faculty should come to the podium to make announcements.

The deans are to send the names of faculty attending the different Blackboard sessions to Ms. Hyatt. Please encourage your faculty to attend all sessions of PDW.

Wednesday, August 15 – Guest speaker Dr. Jillian Kinzie, Blackboard training

Thursday, August 16 – Unit meetings, Library Open House

Dr. Doss provided the Council with a list of common unit agenda discussion points for their unit meetings.

Friday, August 17 – Unit Meetings and Lunch for all faculty and staff

Dr. Doss discussed the class schedule for Fall 2018. She encouraged the Deans to look at classes with low enrollment and either cancel the class or combine the class with another section. She asked the Deans to remove “Staff” as the instructor of a course and to review all room locations. Please contact Ms. Roberta Thomas if the course has special instructions (like proctoring a test).

Dr. Doss provided the Council with a copy of syllabi templates and an addendum which will be used in the Spring 2019.

Dr. Doss discussed the student learning outcomes and stated that multiple sections of a course should have the same outcomes.

Dr. Doss encouraged the Council to remind faculty of the importance of students being enrolled in 15 hours per semester and to have students to finalize their bill.

The Council discussed the timeline for student grade appeals. The Council will continue this discussion at another meeting.

Dr. Doss provided the Council with a copy of the Program Review schedule and asked the Council to note when their programs will be reviewed in the future.

Dr. Doss provided the Council with the C&S proposals deadlines for submitting new programs or changes.

Dr. Doss talked about the productivity funding formula for the fiscal year 2020. What can we be doing to improve our retention rate with students? 1) get to know your students 2) early assessment 3) student engagement. Dr. Doss stated now is the time to make changes on future productivity funding by retaining our incoming freshman and sophomore students. Everyone needs to be a TEAM PLAYER.

**Important Dates:**

Last date for application for admission for fall 2018 – August 8

Annual Report Due – August 10

Dean's Evaluation Due –August 10

The meeting adjourned at 5:20 p.m.