Deans’ Group Minutes 01/31/01

In attendance: Roy Bahl, Reid Christenberry, Ron Colarusso, Timothy Crimmins, Janice Griffith, Sid Harris, Hugh Hudson, Charlene Hurt, Susan Kelley, Mike Moore. Chaired by Ron Henry. Also in attendance Darryl Holloman, Kurt Keppler, Charles Louis, Hazel Scott.

I. Minutes of January 17, 2001 were approved.

II. Student Advocacy
Hazel Scott described the purpose of the Student Advocate Office to facilitate student problem resolution and aiding students in finding off-campus housing. The role of this office has been expanded to include student hardships.

Darryl Holloman described his role in the office. In the area of student advocacy he stressed that students are encouraged to solve their own problems through better understanding of processes and procedures and to be empowered. Hardship cases require substantial need. Off-campus housing aids include lists of available housing as well as roommate location. They hope to provide this information on the web and to add terminals on campus to aid students in their search for off-campus housing.

Sid Harris asked if efforts were underway to promote speakers in the University Village. Hazel Scott indicated academic programs are in place including speakers. Ron Henry asked how the colleges/schools could assist this office. Darryl Holloman suggested that knowledge of the role of the Student Advocate Office should help. He is meeting with the various academic areas. He explained he would be conducting an assessment of common problems. He also suggested that students do not adequately understand processes and procedures. Kurt Keppler suggested that the 651-2000 number is a good way for students to get appropriate information they need.

Tim Crimmins suggested Darryl Holloman should talk to the department chairs. He also suggested a panel be set up to discuss student housing in the University Village. Charlene Hurt asked about who deals with financial hardship cases. Darryl Holloman stated the Financial Aid Office primarily handles financial hardship problems, but a small contingency fund has been established in Student Affairs through the funds raised within the staff of Student Affairs. Roy Bahl asked if International Students should be afforded special assistance. Hazel Scott is developing a comprehensive program through International Admissions, Student Affairs for housing. Their hope is to integrate international undergraduate students into the Village. Roy Bahl pointed out 20% of the GSU graduate students are international students and they have unique needs.

III. Enrollments
Currently enrollment stands at 239,700, with an average credit hour load of 10.3 hours. Enrollment Trends: FY 98 incoming students were the highest before semester conversion. Currently new students are on the rise but there is an overall decline in credit hours, over 100,00 down from before the semester conversion. Roy Bahl asked what the projected number of high school graduates would be. Mike Moore suggested the pool, especially within the suburban areas, is increasing. Ron Henry stated he thought that considering capacity incoming freshman levels should be controlled. He thought that perhaps an increase to 25,000 students is reasonable. He believes credit hours will increase due to an increase in the numbers of senior students even though they take fewer classes. Ron Henry stressed improvement in the area of graduate students numbers is needed. He also indicated effort to improve persistence should be at the forefront. Sid Harris asked what the paid credit hours figures are for the colleges/school. Tim Crimmins suggested the increase in MWF class schedules helps students to build a full load. Reid Christenberry suggested the university should project the effect of the Ecore may have on enrollment and credit hour generation.
IV. Budget
Budget requests are due this Friday, February 2 and FACP hearings will be helping next week. Charlene Hurt asked about one-time allocations. Ron Henry stated that one-time allocations must be described to determine if they need to fund again next year.

V. Action Plan
Ron Henry indicated the Action Plan goes to the Planning and Development Committee. Any corrections would need to be made there at the next meeting, Tuesday, February 6.

VI. Reflections on Promotion and Tenure
Electronic submissions of documents worked reasonably well in the process this year, and were an improvement over the hard copy submission process. Ron Henry asked if there were advantages over Acrobat over Word. Hugh Hudson indicated security is an advantage in using Acrobat. Ron Henry asked if the Provost's Office should have the two-page reflection letter written by the faculty member forwarded to them. The Group agreed. Ron Henry indicated critical comments should be addressed and detailed elaboration should be included especially in the case of negative comments. He also stressed that college/school procedures should be followed strictly and should make sure their processes conform with the university policy. Collegiality is not to be considered as a category for consideration for P/T, although it may be discussed within other categories. External letters should perhaps ask about a judgment on scholarship (or other category), but not on whether a candidate should receive tenure, as they may not have all the evidence at their disposal. Finally, the curriculum vitae should follow the suggested protocol used for the annual reports, including commenting on their specific role in the multi-authored publication if important to the process in the individual department/college.

Charles Louis argued that individuals who are pursuing tenure in an area that traditionally is awarded external funding if they had not pursued or received such funding, that person should be reconsidered. Hugh Hudson questioned this practice in every department. Ron Henry clarified that certain departments do not have this information in their guidelines concerning promotion and tenure and stated that this information will be considered for future policy. Tim Crimmins suggested that documentation concerning the role of the candidate in the production of a multi-authored publication should be detailed in the various university/college/department manuals as well as the background of the individuals writing the recommendation letters. In addition careful review of the writer of the letters in terms of the independence from the candidate should be performed at the college level.

VII. NTT
Tim Crimmins presented the distribution of NTT faculty. Ron Henry asked if the university should have NTT faculty with the rank of assistant professor, associate professor or professor without the use of a modifier such as "clinical" etc. Sid Harris indicated that Emory is hiring NTT faculty at the professor etc. rank. Ron Henry suggested this subject would be carried on to the next meeting.

Submitted by Lisa Beck 01/31/01