Deans' Group Minutes 6/14/2006

In Attendance: Lauren Adamson, JL Albert, Roy Bahl, Joan Carson, Ron Colarusso, Charlene Hurt, Fenwick Huss, Susan Kelley, Robin Morris, Bill Prigge, Ron Henry, Chair

The minutes of May 25, 2006 were approved.

Graduate student appointments - Update
Dawn Davis provided a summary of the changes to the draft Graduate Assistant Policy. The goal of the new policy is to eliminate changes to graduate assistant appointments throughout a semester. Robin Morris noted that some changes might occur within a semester for graduate assistants when the source of funding changes, especially when it comes from a grant.

The deans discussed and commented on the draft. The discussion included graduate students notifying their home department if they plan to accept another graduate assistantship in another department. The deans commented that they would like to make sure the workload does not interfere with the course load for graduate students. The deans stated that setting the parameters of the appointment with the graduate student upfront will be helpful.

The deans discussed the Graduate Assistant Statement of Understanding and concluded that modifications are needed. Dawn Davis mentioned that the Statement is currently under review by the Office of Legal Affairs due to concerns that it reads like a contract.

The draft Graduate Assistant Policy will be modified by the committee members and a final version distributed to the Deans' Group.

Orientation and teaching & learning for new faculty
Harry Dangel distributed a handout on Standards for Teaching at GSU: Strategies for Documenting your Teaching Effectiveness. The goal of the Strategies will be to prepare first-year faculty to use a standards-based approach to promote student learning and document their own teaching effectiveness.

Harry Dangel mentioned that Mary Stuckey from the department of Communication plans to make a presentation at the New Faculty Orientation on August 16, 2006 of prepared video clips of entering GSU students describing their backgrounds and expectations. The presentation will give the faculty an introduction to learners at GSU. Harry Dangel added that the Quality Enhancement Plan (QEP) will be discussed at the New Faculty Orientation.

Harry Dangel mentioned that the department learning outcomes will be discussed at the New Faculty Orientation in order to align the outcomes with the various disciplines for developing a framework of teaching and learning for students. Harry Dangel mentioned teacher/mentor workshops are being planned.

Harry Dangel commented that the target audience at workshops throughout the year will be first-year faculty. The deans commented that department chairs and associate deans should be included in the workshops as a way to develop good practices and evidence of teaching.

SEIP modifications
Harry Dangel distributed a handout of the Proposal for additional items on the Student Evaluation of Instructor Forms (SEIP). Harry mentioned that there are similarities and differences on the SEIP forms in each college. The handout outlined a new proposal to add five items to the university common core as a means to promote best practices in teaching and learning in higher education.

The deans discussed and commented on the proposal. Harry Dangel asked for support for these additional items to go forward to the Senate Faculty Affairs Committee. The deans requested further discussion on the subject.

Summer/fall enrollment
Ron Henry reported that the enrollment numbers are in good shape. There are 110,000 credit hours, but 15,000 credit hours have not been paid which is not unusual. For fall, the freshmen enrollment will probably be down slightly, but transfer enrollment appears to be up.

Any other business
Ron Henry mentioned a pilot program is underway with faculty to verify their rolls. A memo will be sent out to the faculty in the fall with information about roll verification. Ron Henry added that a federal audit uncovered discrepancies in class roll reporting.
Verification is a requirement of Title IV funding.

Robin Morris mentioned that three proposals were submitted to the Research Office for a RFP which was to have only one proposal submitted by the university to the Department of Health & Human Services. Robin Morris asked for advice on how to select the proposal for submission. Dean Bahl responded that Robin Morris should make the selection as Vice President of Research. The deans asked if a small group could be formed to review the proposals. Robin Morris commented that there was not enough time to convene a group since the submission was due in a couple of days. Robin Morris commented that more careful review of any RFP will be conducted so that this does not happen again.

Charlene Hurt announced that four candidates for the Vice President for Student Services position are scheduled for campus visits on July 6, July 12, July 13, and July 26. Charlene added that deans and senior administrators will be invited to the interview sessions. Times of the interview sessions will be emailed to the deans.

JL Albert mentioned that the new telephone system will be operational in 2007. The colleges and departments will be responsible for paying for new stationery and business cards that will need to be ordered. Ron Henry added that colleges and departments should try to use up any stationery and business cards in stock and refrain from printing any additional orders until the new telephone numbers are issued.

There being no further business, the meeting adjourned.

Next meeting: Wednesday, July 12, 2006, 9:30-11:30 a.m., Golden Key Board Room, 2nd Floor Student Center.