Council of Directors Meeting Minutes
February 11, 2019

1.0 Call to Order

2.0 Guests Dr. Doug Masterson

2.1 Digital Measures
Dr. Masterson explained how Directors can enter workload information for individual faculty members in Digital measures. It is recommended that this be done in consultation with faculty. Administrative assignments should be listed in the service category. Directors can run Workload reports (among many others). Digital measures can also build additional “base reports” as our request. There is also the possibility to “create a report.” Workflow is hoped to be used in the future for annual evaluation, tenure and promotion, and awards. Directors are reminded to ask faculty to enter information (including their bio) from the past few years for their bio in Digital Measures.

3.0 Adoption of Agenda

4.0 Approval of Minutes
The minutes from our January regular and expanded minutes were circulated.

5.0 Committee Reports

5.1 Executive Committee Report
The executive Team met with the Provost. Items discussed include sabbaticals, Reorganization Initiatives 1 and 2, CoD developing a template/format for how content about Annual Evaluation and Tenure & Promotion should be shared in our School Policy and Procedures documents, the General Education Curriculum and potential modifications. The CoD will create two smaller subgroups to focus on the last two items.

About the GEC: he is interested in directors voicing their ideas about the GEC. What are our current concerns? Mentioned were Student Learning Outcomes, a graduate survey, the size of the current GEC, the impact of service SCHs in relation to major SCHs, maintaining IHL requirements, what courses are in what categories, how many courses should be in the GEC, the relation of courses in the GEC to the assessment of the GEC, assessment of GEC 01-05 and how much assessment of it do we need to do to be compliant. Stacy and Pat will bring these items to the Provost tomorrow.

Changes to Annual Evaluation and T&P documents: Should the current bridge document be extended for an additional year. (Ex: 2018 Annual Evaluations would be conducted in 2019, but under current standards.)

Comments were being made about KPIs and data and what information is being used to make decisions about resource allocation.

5.2 Standing Committee Reports
5.2.1 Professional Development Committee – Ann Marie Kinnell
Ann Marie mentioned the Academic Impressions newsletter and some resources available to us.

5.3 Ad Hoc Committee Reports
5.3.1 Faculty Handbook Committee – Ward Sayre
No report because the reorganization Faculty Handbook committee is under a gag order.

6.0 Old Business

7.0 New Business

7.1 Faculty Handbook Representative
7.1.1 Election
Pat will send out a survey for us to elect a new representative.

8.0 Discussion Items

8.1 Online program enrollment – seat reservations due February 13th to Dr. Miller
8.1.1 GEC classes
Directors have concerns about reserving seats and the August 1 deadline for releasing them. Adhering to the August 1 deadline only works if we are not going to receive additional request to enroll online students after that date. Directors who offer GEC courses need to know how many seats to reserve. This is a hard information to know when students have choices within GEC categories. Should entire sections be reserved for fully online sections? Can fully online students be put in student groups so that they can only see courses that are reserved for them? Although this would not work for hybrid students.

8.2 Workload Policy Draft
This is actually an attendance policy or a contract policy, not a workload policy. We would prefer a name change. Directors want an attendance policy that comes directly from the Provost’s Office. It should be simple and explicitly spelled out: start and stop dates; minimum expectations for the weeks prior to the regular semester, including availability for called meetings and/or emergencies; minimum expectations for attendance during the regular semester; how the policy is enforced. The directors want a policy with teeth that comes from the Provost. Complaints with the circulated policy are that it is not specific enough. Perhaps such a policy could also be developed for the summer.

8.3 Initiative #1 & #2
8.3.1 Template
See above.

8.4 General Education Curriculum
8.4.1 Recommendations
See above.

8.5 Faculty Hiring Processes
8.5.1 Hiring Paperwork
The time lag between when the offer is made and when the offer letter is generated is too long. Directors need some flexibility in the negotiations at this point (if we are the ones tasked with negotiating the offer). Can we go back to Directors being able to make the offer (with approval up the chain)? Sometimes we do not know what ends up in the offer letter.

8.5.2 DE account set up
Some directors have had some problems setting these up for new faculty.

8.5.3 International hires
We are reminded of the processes involved.
8.6  Start and end date for administrators
8.6.1  Transition period
Directors are agreed on a September 1 start date. We favor transition. How these are funded is not known. We acknowledge that the Provost seems to be looking out for directors stepping down.

8.6.2  Funded centrally

8.7  Syllabus Repository
SGA has requested this. Some directors are against this. Syllabi change. Students are presented syllabi on the first day of classes and are able to drop classes.

8.8  Facilitator recommendation for academic integrity violations
Directors have questions about the proposed process. The idea is okay, but not the process. We will follow up.

8.9  NA roster – financial aid hold
Students with an NA received financial aid holds. The date for these is early for some classes. Directors can send an email to David Williamson if a student sees a hold on their account for this purpose.

8.10  Graduation letter audits
There are some mistakes in letter being sent out now. Directors recommend modifying the letter, as it seems overly panic-inducing.

9.0  Announcements
9.1  Revelry – Alternative Techniques for Collaboration-Stage Combat for Administrators
   Friday February 22 @10:00-11:30, Theatre and Dance Building

9.2  Tim Rehner Celebrations Friday February 22 @ 5:30, Peck House

10.0  Good of the Order

11.0  Adjourn