Pat Sims welcomed the directors and invited guests.

Comments from Provost Moser:
1. Reorganization Initiatives 1 and 2 have been approved by the President. They will be posted on the website and circulated widely this week.
   a. Tenure and Promotion and Annual Evaluation documents should be presented consistently in School Policy and Procedure documents. For this reason, Provost Moser made a call to the CoD to work on a template that can be used across the institution. There appeared no resistance to this idea.
2. Initiatives 7 and 8 (Staffing and School Administrative Structures) are on hold until the summer. At that time Directors can revisit these initiatives. There were no concerns expressed.
3. Workload/attendance policy. The Provost is awaiting feedback from the Deans. After institutional policies are approved, college and school policies need to be created to reinforce consistency in expectations across schools.
4. There remains inconsistently in Annual Evaluations and how connected they are (or not) to tenure and promotion processes. Initiatives 1 and 2 should assist here. Provost Moser made a call to directors as we undertake 2018 annual evaluations to be aware of this.
5. Hiring and new positions.
   a. The salary listed on the approved paperwork is the highest salary approved. Provost Moser asked that directors work with college budget officers to assure we are negotiating salaries within appropriate ranges.
   b. Hiring international faculty. Subrina Cooper spoke to this issue in an attempt to provide clarify about H1B visas, residency processes, and termination policies. The former is a specialized work visa granted in three-year increments for up to six years. For permanent faculty, this time frame necessitates applying for residency. Subrina discussed the time and expenses involved in this ($3,000-$10,000). How much a school pays toward to total amount should be in the offer letter. We are permitted to say in a job posting that we will not consider applicants on H1B visas.
6. Allyson Easterwood, David Sliman, Krystyna Varnado, Cheri Wild were present and available to help the directors sort out some of the issues we are facing in our positions.
   a. Who approves the letters that are sent to applicants?
   b. There is a lag time in the time between when a posting is approved and when it is posted online.
   c. Evergreen postings are generating a layer of work for directors in fielding questions from prospective applicants.
   d. The “norm” should be to post everything. We do this in order to create fair competition for jobs. There are legal and philosophical reasons for this practice.
   e. Directors are asked to work through their HR partners on individual issues.
f. Varnado acknowledged that we are in the implementation phase with Cornerstone.

g. Directors need proxies for their Cornerstone access. Provost Moser suggests that anyone with training can have access.

h. A paperless hiring process is in the works. This is a top priority. This sentiment seemed to be shared by all in the room.

7. Amy Miller, Greg Pierce, Lemuel Boyer, Marlissa Northrop, were present to talk about online registration and SOAR. There is inconsistency in the feedback SOAR gives us upon completing a task. Directors could benefit from knowing where items are in the approval process as we follow up on student issues. Directors were encouraged to contact Greg Pierce or Lemuel Boyer directly with specific issues.

8. There is an option for modifying how upcoming semesters are loaded into SOAR. One idea is to download the current Open/Closed class list into an excel spreadsheet, modify it, and upload for upcoming semesters. There seems to be support for this.

9. Online registration. Amy Miller sent an email on 1/27/19 about reserving seats in online courses for fully online students. Directors with GEC or high-demand online courses should let Amy know how many seats to reserve. Fully online program directors should let schools offering the courses they need know how many seats they need held.

10. Doug Masterson discussed faculty workload in Digital Measures. Directors are to add these in to Digital Measures.