1.0 Call to order

2.0 Guests

2.1 Dr. Trent Gould, Dean College of Education and Human Sciences

2.1.1 Background checks

Dr. Gould spoke to the Council about managing background checks. Teacher education programs and other professional programs require them. He provided a brief history of the “CastleBranch” process and the associated costs. Dean Gould’s Office is currently subsidizing costs for the entire institution. He proposed a self-pay model for students (as opposed to the university paying). This would require that programs become more involved when this applies to student/courses that are taken prior to earning a Gold Card. At the Graduate level, Dean Gould proposed that this be attached to the application process and that it be required at the stage of the offer letter.

One director asked about if this could be managed by HR since they already run background checks. The State Department of Health does not correlate directly. Dr. Gould proposed moving to this this summer. Each school would need to determine who in our units would handle this.

2.2 Allison Gillespie, Assistant Provost

2.1.2 Textbooks—update, price negotiation policy

Directors are asked to notify Allison know of any issues we are having. If the bookstore is contacted by a publisher, the bookstore should notify the director. We are all encouraged to either check for our textbooks online or in the physical bookstore prior to classes starting. Allison reminded us of some best practices for adopting textbooks.

Directors asked about the bookstore not ordering enough copies of requested books. Orders are based on historical numbers; school liaisons are asked to let Allison know if we are offering more sections and if we project increased enrollment. Overall, we are able to meet directly with the bookstore if need be.

2.1.3 Promotion and Tenure in Digital Measures workflow

The dossier submission process will be 100% electronic for 2019-2020. Allison shared instructions/guidelines and a template for the submission. A new feature is bookmarks. Another change in the coming year is a standard CV template. Directors can run a report to generate a CV in Digital Measures. The report is a Word document, so if the report is not populated, a faculty member can enter their information that way. (They then upload that as part of the workflow).
Directors will still have an active role in uploading letters. Schools can set earlier deadlines that those of the institutional deadline of September 13, 2019.

3.0 Adoption of Agenda
4.0 Approval of Minutes
5.0 Committee Reports
  5.1 Executive Committee Reports

Stacy and Pat met with Provost Moser. Discussed were the new schedule and upcoming modifications. Modifications could come as early as Spring 2020. We discussed the Annual Evaluation recommendations. Stacy and Pat need to meet with Doug Masterson about the timing of Annual Evaluations.

Initiative 9: The CoD is asked to chime in on this initiative. Stacy has prepared a preliminary document that the Council can use as a starting place.

We asked about realigning budgets in the future: this will come in the future and a formula will be used.

Summer advisement: The Provost favors centralized advisement—not all directors do. Centralized advisement would not serve transfer students or students much after their freshman year. Professional advisers need to be restricted to disciplines. If we are moving toward the model the coast uses, then some directors have concerns. Directors continued to vocalize very significant issues we face at summer advisement. We can invite Amy Miller to our meeting to share the problems we are having now. In some schools there is a large amount of time spent prior to when students arrive. It is clear that every single school is covering summer advisement in a unique way. We have questions about the purpose of the advisement center. What is the relationship of summer orientation to advisement? We need to know what plans are being made at the institutional level.

5.2 Standing Committee Reports
  5.2.1 Professional Development Committee—Ann Marie Kinnell
      No report.
5.3 Ad Hoc Committee Reports
  5.3.1 Faculty Handbook Committee—Ward Sayre
      The FHB has been signed off on by the Provost and President.

6.0 Old Business
7.0 New Business
8.0 Discussion Items
  8.1 Annual Evaluation Results
      The vote was 23-2 in favor of revising the evaluation period. Pat is drafting a memo to the provost.
8.2 Constitution and Bylaws
The vote to approve was 18-5.

8.3 Election Results
Lachel Story will join us as the President-Elect for 2019-2020.

8.4 School Documents
Some schools are still plugging along on the Annual Evaluation document. There are issues with norming the scale and removing numbers. There are questions about measuring/calculating results. “Meets Expectations” is a rather large category in the new model.

8.5 Tenure and Promotion
There is confusion about the status of the bridge policy. Legal and the Provost’s office are sending different messages.

Why do we have two documents (tenure and promotion) if they are not to be separated?

We are no longer able to evaluate Collegiality separately. We are directed to incorporate it into each section (Teaching, Research, Service). Luis will share what his School has done.

8.6 CoD Meeting Structure
The CoD will meet the second Monday of every month at 1pm. The Provost will join us for the first hour. Meeting may last longer than two hours.

The Leadership Team will also attend the Provost’s Council and the Leadership Council.

8.7 Initiative 8 & 9
8.8 CoD Website

9.0 Announcements

10.0 Good of the Order
We discussed the email about taking of July 4 and 5. Teaching minutes will need to be made up.

11.0 Adjourn