Council of Directors Meeting Minutes  
May 13, 2019


1.0 Call to order
The meeting was called to order by Dr. Sims at 1:00pm.

2.0 Adoption of the Agenda

3.0 Approval of the Minutes

4.0 Committee Reports
4.1 Executive Committee Report
Pat Sims recapped her last meeting with the Provost. They discussed the proposed change to when Annual Evaluations are conducted, the Gulf Park campus, summer teaching faculty and advising responsibilities, summer enrollment,

We have questions about expectations for 12-month personnel (both regular faculty and faculty with administrative responsibilities) and summer responsibilities/expectations. Can they teach? What is the expectation for being on campus? Can they assist in orientations?

A discussion ensued about summer orientation. Some programs are compensating faculty for summer advisement out of school budgets. Directors would benefit from assistance in assuring our schools are covered for summer orientations. Directors share a wide range of solutions that are currently employed in order to cover our summer orientations. In some sciences, compensation based on three hours does not make sense. Some units train GAs to for summer orientation. The executive committee will bring this to the attention of the Provost. We do agree that people who work summer orientation be compensated for this work.

Directors are under the assumption that we will receive a list of who is receiving a pay raise, and that we will be copied on correspondence to impacted faculty. Most directors have not seen such a list yet.

Deans remain responsible about covering the costs of any exit protocols for outgoing Directors.

The academic calendar was discussed. There are concerns about pedagogy, but also about skill-building. Directors are encouraged to complete the survey sent in a recent
email from the Provost. Voiced in the CoD meeting were concerns about how graduate education is not included in discussion and how 8W2 courses (now shortened to 5 weeks) are negatively impacted in this schedule. Some clinical sections are being allowed to start class meetings at the start of the intersession. Again, it became apparent that different programs are operating under different directives and exceptions. Directors are asked to be involved in the upcoming scheduling summits offered through the Provost’s Office.

Directors have questions about the amount of holidays that remain in the compacted semester schedule. The directors acknowledge that student feedback seems a significant component in any scheduling decisions. Directors support removing Fall Break. Pat encouraged us to be vocal in the upcoming scheduling summit.

The Provost wants feedback from Directors on Initiatives 8 & 9. The CoD will add this our action items.

Directors are experiencing glitches in registration for fully online sections. Apparently, students needed to be coded fully online in SOAR and placed in an appropriate student group in order to enroll in specific classes. Directors are not able to modify the caps for the number of seats reserved for online sections.

4.2 Standing Committee Reports
   4.2.1 Professional Development Committee-Ann Marie Kinnell
   Ann Marie reported that the committee met with Kelly Lester from the Center for Faculty Development.

4.3 Ad Hoc Committee Reports
   4.3.1 Faculty Handbook Committee-Ward Sayre
   Ward reported that many Faculty Handbook committee meetings have been held. A recent meeting was expanded to include representatives from other groups (AAUP, etc.). The Provost said that the process that was outlined is not feasible and that we need to start 2019-2020 with a new Handbook. Efforts appear to be well underway. Committee composition/structure is being changed and will be implemented September 2019. Initiative 3 will become the Handbook starting July 1. Revision will happen subsequently.

5.0 Old Business

6.0 New Business
   6.1 CoD Constitution
   The term of office will need to be changed. A statement about what happens if someone vacates a position will be added.
6.2 CoD By-Laws
We want to create an Elections Committee and to formalize the process to one that would include nominations, a ballot, electronic voting, etc. Self-nominations will be accepted.

The second main modification involves lengthening to terms of officers and including President-elect and Past-president. The provides continuity and allows time to create a positive working relationship with the Provost. The directors favor consistency in leadership and seemed to support this.

There were questions about reassigned time for officers. This is not included in the By-laws and it should be. Currently, the CoD President is granted reassigned time from their Dean. We will add this in to the document.

The CoD will receive a revised version to reflect these changes. The CoD will vote on these in the June meeting.

7.0 Discussion Items
7.1 Academic Calendar Summit

7.2 Annual Evaluation Process
The CoD needs to offer specific guidelines to the Provost to reflect the proposed change. Implementation will require approval by the Provost. Directors can continue to work on dates and details. Should the period be May-May or August-August. This impacts the FHB in terms of when the DPC is selected. A hearty discussion ensued about how we can word this so that Schools can make it work. It seems that directors have different perspectives on this.

We will create a subcommittee to develop wording for this.

7.3 CoD Meeting Structure
For 2019-202, we will streamline CoD meeting to once a month, with the Provosts attending for part of it. It does not seem that Deans were benefitted by attending our expanded meetings; we will see if they want to continue to attend.

7.4 Provost’s Council
The Academic Excellence Committee will start convening next year. Provost Moser will call it together for next year. Faculty Senate, AAUP, and CoD are being invited to Provosts’ Council.

7.5 Election of president-elect
We will conduct elections in our June meeting.

7.6 CoD Goals
7.6.1 GEC/Degree plans

8.0 Announcements
9.0 Good of the Order
10.0 Adjourn