

Dean's Council Notes  
August 31, 2005

There was discussion on the process currently being used to assign/change grades to "W" for "extraordinary" circumstances. Student Affairs would send requests to various professors alerting the professors that a student was requesting a grade of W and was withdrawing from class. The bulletin stated that the request/process was to go through the Dean's instead. Diane Berty and Jim Diehr suggested that the bulletin process be used and take Student Affairs out of the process. The Dean's started to discuss this following of policy/bulletin and realized that this would/could cause students to get run around having to go to the Deans who would then require students to go to each instructor. The Deans determined that further discussion would be required and asked that this be brought back at a later date.

Dr. Speck discussed Dr. Hoppe's Annual Policy Memo. In regards to outside employment, Dr Hoppe will be conducting an audit to make sure faculty have valid forms in Academic Affairs office. Apparently, there was an article in the Leaf Chronicle about a faculty member and it stated something that impelled Dr. Hoppe to see if the outside employment form was on record. No form has been found, as of yet.

There was a reminder that Dr. Hoppe is the only one who can authorize full-time employment. There should never be a statement that "I am guaranteeing you a position" rather, "I will be recommending that you get this position."

Modification of Policy 5:028 was approved:

Section I.C.2 and I.C.3 were deleted and replaced with moving I.C.4 up to become I.C.2 and new I.C.3 is "When a faculty member receives reassign time, he or she is not eligible for extra compensation unless approved by the appropriate dean to meet critical staffing needs." New section I.C.4 is "Academic unit heads on 12-month contracts may only receive extra compensation for classes taught outside of the scheduled workday." Policy now goes to President's council.

Black ADA tables that are placed in the classrooms are designated for students with disabilities and should not be moved from their designated space to be used by instructors as tables for their lecture notes, overhead projectors, or any other material. Since these tables were not marked as such, it is possible that faculty did not know so the Dean's suggested that those tables be marked as such.

There was further discussion on the definition of "web-enhanced". No final decision was made.

Susan Calovini brought forward suggested changes to Form C of Draft of Proposed Revisions to Curriculum form. She suggested that the form state: "If proposed action will impact courses in other departments, the proposer must notify chairs (coordinators/directors) of impacted department prior to presenting the proposal to the first curriculum review committee". It was also suggested that a minimum advanced notice be added before such proposals be brought forward, to allow departments to discuss implications.

New HR director has been hired.