

Dean's Council Notes
February 1, 2006

Melony Leazer from Public Relations and Marketing department visited. She would like to have a publicity workshop on standards for press releases and their requirements to meet publicity standards. One example of a problem occurring is getting press releases that are asked to be released/created in a week. She stated that the PR department normally needs a month turn around time. She was thinking about a one hour long workshop and the Deans suggested they occur in later afternoons and for her to have multiple options to attend. One other point of discussion was the view that faculty and staff have that "the PR department tells them what has to be changed or fixed in publicity, no questions allowed" whereas Melony said the PR department works with the faculty and staff on wording and it is a give and take discussion.

Diane Berty had a document on student travel update passed out. The document shows what paperwork must be submitted, information on liability waivers, authorized drivers and things that slow down the processing of student travel paperwork. The paperwork may be a hassle but it is meant to protect faculty and APSU from lawsuits. One specific point was mentioned as an example of problem is having a student enrolled in a class that is going to travel who happens to also be a student worker in the department. That student is NOT allowed to drive; the student in class overrules the student being a worker.

Jim Diehr reported on a recent meeting the academic deans had on classroom priorities (who gets priority for what classrooms). He handed out a document with nine suggestions on how to assign the priorities. Dr Pinder strongly suggested increasing classroom usage on weekends; to schedule core classes on the weekends so they would be filled. His suggestions were overruled based on the other deans discussions of past attempts to get weekend classes filled.

Dr Speck reminded the Deans to make sure new faculty coming to campus are NOT assigned activities that will conflict with their Friday afternoons; new faculty have to attend New Faculty orientation Friday afternoons.

Dr Speck also reminded the Deans to get from their various chairs the departmental attempts to standardize the Promotion, Retention and Tenure documents that were assigned to them last Fall. They need to be in the Provosts office in approximately three weeks (February 22nd) so there will be time for Dr Hoppe to look at them and then can be forwarded onto the Faculty Senate when the Faculty Handbook committee goes before the Senate in April.

The goal is to fill in the Uniform Department Template that was created last academic year as fully as possible. The university is still not ready to attempt to standardize Requirements between departments (but that will be the ultimate goal, undoubtedly)

Diane McDonald reported that two updated policies have been posted to the Academic Affairs website – Policy 5:015 updated with an Advisement component and updated Chair/Directors policy.

Harriet McQueen encouraged the faculty to make use of the Early warning system; use it early so it can be effective. Past semester show this program works to help in freshmen retention.