

Deans Council
Meeting of November 12, 2003 Meeting
UC 310

Present: Bruce Speck, Joe Filippo, Gerald Beavers, Lou Beasley, Elaine Berg, Deborah Fetch, Jim Diehr, Gaines Hunt, David Denton. Guest: Neil Thorburn

1. **President's Cabinet Meeting** - *Bruce Speck* (Attachment A)

Dr. Speck reported on the following items from the most recent President's Cabinet meeting.

- President's Cabinet is reviewing standing committees.
- Budget Forecast – Mitch Robinson will attend the Deans Council meeting next week to address the potential budget reductions.
- The newly renovated Fitness Center is open. All faculty and staff will be able to sign up for one-year free membership as a part of the employees benefits package. Employees must sign up for it. We will check on the policy for including emeritus faculty.
- Dr. Speck will forward additional materials from President's Cabinet by email.
- TBR Guidelines – P120 and P130 have changed. The change in P120 will reduce the tax percentage taken out from the longevity check.
- Business meals are being tightened. Please follow policy is all meals/food being purchased with university funds.
- Use of Non-Monetary Prerequisites – cannot accept gifts from contractual agreements.
- Faculty Positions and the Current Number of Applications – if the numbers are low in your areas, the department will need to “beat the bushes”. We can readvertise these positions as needed by submitting them with the new faculty positions. It was suggested that we reconsider putting the ads in the paper copy of The Chronicle of Higher Education. Many voiced the need to put more money in advertising.
- THEC FY 2004-05 Reduction Scenarios – Robinson will address this next week.
- Visioning – TBR is beginning its visioning process for the next five years. APSU will also begin the visioning process for the next five year. Houston Davis will be chairing the APSU visioning committee.

2. **Request for an Exception for Faculty/Adjunct Credential Form** - *Bruce Speck*
(Attachment B)

- Attachment B is the form to be used.

3. **NEWS Classes** - *Bruce Speck* (Attachment C)

- FYI
- Dr. Speck asked, “Can we be everything for everyone and do them all well?”
Responses:
 - We do not have additional resources for additional focuses.
 - On-line degrees can meet the needs for non-traditional hours.
 - Extended Education has tried to provide classes during the non-traditional hours and cannot get the numbers needed for supporting these types of programs. Stan Groppe and Julia McGee have research data to support the above statement.
- Fort Campbell offers these types of degrees and is better equipped to expand programs without additional resources. Houston added that we should promote and “show-off” the Fort Campbell facilities.

- Again, it was stated that a Fort Campbell facility outside the gates would flourish. The Education Center is reaching capacity.
 - There was much discussion about the foresight of Nashville State Tech coming to the Clarksville-Fort Campbell area and how APSU should be proactive in planning to partner with Nashville Tech. It was suggested that if and when Nashville State Tech comes to the area, we should focus on being a senior university and doing that well.
 - Non-traditional hours should be addressed in our visioning process.
 - Speck noted that the visioning process will take a look at APSU's distinction as a liberal arts university.
 - Neil Thorburn encouraged the Council that things can be turned around at APSU by careful planning.
4. **Combined Upper Division/Graduate Courses - Joe Filippo (Attachment D)**
- Changes were made to number two since it was last presented to Deans Council. Examples are provided on the form. This gives us an accurate look at TLCs. **A motion was made to approve the proposed formula to be included in APSU Policy 5:015; the motion was seconded and approved.**
 - This form is now ready to be distributed to department chairs.
5. **Student Evaluations of Instruction - David Denton**
- Guidelines on administering the evaluations indicate that faculty or staff administer the evaluations. Q: May graduate students administer the evaluations? A: No students may administer the test.
 - On-line evaluations will be conducted. Faculty may want to send a note to their on-line students that they will be receiving the evaluation, reminding them that the instructor will not see the evaluation, and encourage the students to complete and return the evaluation.
6. **Authorization of Travel – Processing Checklist - Bruce Speck (Attachment E)**
- A correction was made to the processing checklist to remove the request for “showing daily activities during the trip and your role in the program.”. Dr. Speck noted that any type of participation in a conference is permissible at this time.
 - Dr. Speck reminded the deans that these authorization guidelines are in place for auditing purposes. There should only be minimum differences in funds allocated for travel and actual funding. Dr. Speck does not want the auditors (state auditors are on campus six months each year) to find any accounting discrepancies in the Academic Affairs division.
 - The travel issues brought forth by deans may be addressed to Mitch Robinson next week.
 - Due to the UTK scandal, all TBR and UT universities will be scrutinized in all accounting issues.
7. **Minutes of Sept. 24; Oct. 8; Oct. 15; Nov. 5, 2003 - Emailed 11/11/03**
- **A motion was made to approve the minutes as presented, the motion was seconded, and approved.**
8. **Extra Compensation and Summer Pay Policy – Joe Filippo**
- Three deans and Dr. Filippo met and discussed the issues of smoothing and the implications for Fort Campbell and Fall II. They recommended adding the following sentence to policy. “This policy is applicable to RODP and all APSU courses. Exceptions based on extenuating circumstances can be made by the department chair/coordinator with approval by the dean/director.” **A motion was made to accept the revision as written; the motion was seconded; the motion passed by majority vote – five in favor, one opposed, three abstained.** Upon the approval of the Deans Council, Dr. Speck will forward the policy

revision to the President. If this is not passed by Faculty Senate, the overload will have to be paid in December or we will not be in compliance with the policy.

- There are cases at FC when the FC term may overlap the RODP term and an all inclusive policy cannot address all issues.

Other:

Bruce Speck

- After discussion regarding the 120 hour program, 41 hour core, and the problems associated with the computer literacy requirement. **Jim Diehr made a motion that the computer literacy requirement be removed from the Bulletin; motion was seconded; the motion was unanimously approved.** Dr. Speck will forward the motion to Academic Council.
- QEP meetings scheduled for next week – please encourage faculty to attend and provide input.

Elaine Berg

- Newport is the newly elected faculty senate representative.

Gaines Hunt

- For the first time since July, all departments in the CoSM have secretaries. It took at least three months to complete the hires and 4 ½ months for one department. It was recommended that the hiring process must be expedited.

Houston Davis

- Houston reminded the Council of the many positive things going on at APSU, including the increase in enrollment, the Physics and Astronomy faculty and programs, and the 750 people (375 students) coming to AP Day next Saturday.