

Deans' Council
Notes
November 19, 2003

1. The Deans and Dr. Filippo will work on a generic job description for all faculty. SACS requires that all faculty have a job description.
2. All adjunct faculty files will be moved to the Office of Academic Affairs by November 26, 2003. Items to be included in the file are up-to-date resume, letters of recommendation, official transcript (with 18 hours in teaching discipline), and communication proficiency. A cover sheet will accompany the file.
3. End of the semester faculty meeting is set for Tuesday, December 9th, at 3:30 p.m. in the UC Ballroom.
4. Dr. Speck distributed an article from the 11/14/03 issue of *The Chronicle of Higher Education* entitled "Student 'Engagement' in Learning Varies Significantly by Major, Survey Finds."
5. The minutes of the November 12th Deans' Council were approved.
6. Mitch Robinson discussed the potential budget reductions which include 5%, 5.5%, and 5.1% reductions in the budget for next year. THEC will make their recommendation tomorrow (11/20/03). They will probably recommend the 5.5% reduction.