

Dean's Council Notes
October 26, 2005

Al Irby spoke about the status of Banner implementation. He said the biggest problem is the level of stress for the participants. TBR seems to be having a problem with timely communication to the various schools. The total cost of \$51 million did not include hardware nor training costs. Al also said that any unspent money from the various budgets across campus that do not get spent are going to cover the unexpected/unplanned costs associated with Banner, such as additional add-ons needed to do various functions. The training for the various modules should last about 1 ½ years in this three year project although Al seemed to think the whole process of conversion will take about 6 years. There is a webpage set up to view additional information about the implementation and a tutorial under Resources at <http://www.apsu.edu/banner/INDEX.HTML>.

Susan Calovini reported on the Faculty Absence form currently in circulation. Apparently, some teaching faculty have marked "Annual Leave" on the form when teaching faculty does not earn annual leave. To cover requests for time off when it is neither sick leave nor institutional leave, some of the Deans requested the form be modified to have a block for "Other" and require an explanation filled in for this time off. Additionally, it was suggested that the form have annotations to the various types of leave listed on the bottom of the form. The form was approved by the Deans and will go to Human Resources for approval.

Diane McDonald and Susan Calovini presented a revised policy 5:029 "Departmental Chairperson and Directors" for approval. This update cleans up title changes such as adding Provost. It also clarified the requirement to send forward two ranked names for selecting chairperson/director. It also clears up the emergency appointment of chair; what steps to take when untenured chair is denied tenure and change the evaluation of chairs form to use the Employee Review Form developed by Human Resources. This policy change then brought up discussion on the apparent statistical problem with this Employee Review form when certain categories have marked "N/A" for assigning "3's (Strength)." Gaines Hunt was asked to report back in January on this form's validity and suggest changes.

Diane McDonald then passed out schedules for "Traditional Reviews or Academic Audits" and Accredited Program reviews for 2005-2010.

Diane Berty passed out guidelines for disciplinary process and excluding students from class. She reminded that the Faculty/Instructor has authority to verbally exclude a student due to disruption as often as necessary and the faculty needs to remember to follow up with a **Retroactive Exclusion notification** given to the student each time. If needed, a permanent exclusion needs the use of **Temporary Exclusion Notice**. The guideline suggests that the only way to permanently exclude is when the student poses an imminent threat to self or others. The location of these forms online was then discussed and it was suggested they be made more accessible and easier to find. It was also suggested to make the Student Code of Conduct easier to find online.

