

Dean's Council Notes September 21 2005

Shaun Ketterman, Assistant Director of [Student Affairs] Programming, introduced a program he would like to implement. It is called "Hot Topics" and it would have at least two faculty members introduce a "hot topic" issue and discuss it for about 10 minutes or so and then open the floor to students to discuss. There would be about two sessions a month and they would start around 7 PM and last about two hours. Some potential topics included: embryo research, women on the front line in the military, or separation of Church and State. Shaun asked that the Deans would ask their department and faculty for ideas of topics and speakers for those topics and get back in touch with him. Discussion ensued and it was suggested that the first Hot Topic happen around end of October or even start in Spring 2006.

Mitch Robinson spoke about proposed revision on purchasing policies. Department authority to purchase would increase from \$500 to \$2000 for a single purchase. Also increase the amount to obtain bids from \$2000 to \$5000 and informal (telephone bids) from \$10,000 to \$25,000. The policy change will be forwarded to TBR at the Sept 2005 meeting. There was also a TBR subcommittee on how to calculate unpaid leave for faculty. The committee "recommended that a campus shall use the 7.5 hours a day, 162.5 hour month, to calculate any unpaid hours for the faculty contract period determined for each campus by the president." This recommendation was just on HOW to calculate unpaid leave, not on stating faculty must be on campus 7.5 hours a day, Mitch was quick to point out. Mitch also talked about the various building projects. McCord hopefully will be ready by July 2006. The University Rec Center is STILL waiting for contracts.. The repair of the pool in the Health building has been approved by TBR. Apparently the problem is leaking pipes and not the pool itself leaking.

Sheila Bryant spoke on the extra staff workload once grades are submitted. Last exams will be on Thursday, December 15 and final grades must be turned in Monday, December 19 at 10 AM. Students expect to view their grades by December 22nd. The need to get final grades by this cut-off time is due to reports that have to be run for students on scholarships, VA, and Financial Aid. Also a report has to be sent to "the clearinghouse" which reports to banks on students with loans. Plus it is just good service for our students. Dr Speck was again adamant that grades need to be turned in on time. The Dean's asked for a list of repeat offenders for turning in late grades so they can contact those faculty and get them ready to turn in grades on time. Also, the various chairs will be asked to send out notices before the final grades are due asking faculty to check that they can access Web for Faculty and know how to use it successfully.

Jim Diehr, Diane Berty, and Susan Calovini presented a suggest modification to the bulletin concerning a change of grade from an "F" to a "W" in extraordinary circumstances. This policy is located on page 42 of the 2005-06 Bulletin. They suggested adding a section 4 that states when the "W" may be awarded in the exceptional conditions. A modification of section 3 will also be needed to deal with allowing a "W" if

the student was failing at the time the course was dropped. Susan Calovini will bring back to next Dean's council this rewording.

Diane McDonald presented a revised "Uniform Outline or Template for Faculty Handbook" document. This template shows revisions to the template to reflect changes to APSU policy 5:060 effective for 2005-2006. As a reminder, last year, a template was published and each department was asked to reformat their promotion/retention/tenure guidelines to fit this template. Since there were changes to policy 5:060 passed to go into effect for 2005-2006, the revised template is now what departments will be asked to reformat their guidelines to match this Fall. As it was stated last year, this reformatting is not meant to be a change in WHAT is necessary for promotion/retention/tenure but rather have the policies fit within the template format. If a department wants to change their requirements, that is acceptable but not necessary.

David Denton talked about the formatting for APSU job listings online at higheredjobs.com and on the Chronicle of Higher education's website. Apparently the formatting is bad and misleading as to what jobs and areas are being recruited for. Revisions to the postings are being worked on to make them clearer to understand. [When reviewed on Sept 22, higheredjobs.com seemed to be cleared up].