Dean’s Council Minutes: Summary
August 21, 2013, Kinard 015

Meeting called to order at 2:01 p.m.

1. Results from freshman survey: highlights
69 percent are very sure of their major (so far)
72 percent only studied 0-4 hours per week before college (!)

2. Preview day
The first Preview Day will be September 28th, and Beth Costner will be emailing people about that soon. We don't really need materials from departments because we already have cards.

3. Admissions
Other colleges routinely meet with admissions to go over updates and recruitment info, so we're going to do that this year, but in small groups split up between September 11 and October 9.

4. Facilities: building repairs and needs
ALC is currently trying to decide how to prioritize building needs. Most important must be safety issues, then anything in a crisis mode like leaks. Relatively inexpensive cosmetic things are important too, though, like new blinds. Those are particularly good things to address at the end of the year. Also, if any department has money left at the end of the year, you're encouraged to spend department funds on small repair things in your areas.
The chairs discussed what kinds of priorities should come next after emergencies/crises, and what other areas need to be addressed. Suggestions include: teaching spaces - blinds, old podiums, etc; several rooms in Sims have outdated technology like sound equipment that IT doesn't necessarily address, and needs blinds to darken the room because the sun hits the projector screen; rotating classrooms in Owens; the cooling systems in Kinard; the bathrooms in Bancroft; and the greenhouse.
Reminder: anyone can put in a work order request to facilities management for things like broken equipment, places that need paint, something that looks like mold, etc

5. Adjunct hiring
This is challenging for everyone, so the chairs discussed best practices: What to do when you need someone at the last minute and how to avoid scrambling. Suggestions include: networking with chairs at other schools, offering more courses to existing adjuncts, maintaining an on-going file of potential hires throughout the year, recruiting “home-grown” master’s students from Winthrop, work to retain current adjuncts (possibly by considering them for instructor or tenure-track roles when those become available). The chairs also discussed college-wide ads for adjuncts in a variety of online sources.

6. Adjunct review form
The current form for chairs’ reviews of adjuncts doesn't map very well onto rules and rewards, so the chairs discussed possible revisions. For people teaching only in the fall, we should try to do their evaluation and review stuff in December before they leave, rather than bugging them to do paperwork and return to campus for a meeting when they’re not actually being paid. It was suggested that we form a
committee of part-time faculty look at the new evaluation for feedback, and chairs were asked to send nominations for this. The chairs also discussed how to deal with adjuncts in digital measures, since they'll automatically be added to the system from banner.

7. Academic common market
Several states in the southeast have a formal arrangement where the public institutions that have truly unique programs can nominate those programs for the common market. Other states in the common market can then look at these lists and allow their students to go to the other state for that major and still get in-state tuition. Tim Druke is looking for programs to nominate for this – are there unique tracks in our majors? This is for both undergraduate and graduate level programs, and needs to be something with SACS approval as a course of study, not just a random block of interesting classes.

8. Update on President Comstock’s upcoming visit
How many faculty members teach at 1 on Friday? The chairs discussed holding faculty assembly a little earlier one day to leave enough time for this visit. Also, we need info for a briefing document to be given to President Comstock before the tour and slides. This will include accomplishments and achievements from the last few years, and anything that is a “strategic opportunity or challenge” (program, facilities, personnel, etc).

9. Orientation and enrollment
The chairs briefly discussed ways to make orientation go better for advisors, and were asked to think more about this for a future meeting.

10. General announcement
Beth Costner announced that there have been some revisions made to the rules and rewards document since the discussion at the August 15 faculty assembly. We will probably have a vote on the scholarship statement revisions (item-by-item) at the next faculty assembly. Then we'll preview the ranking discussion for professional responsibility bit, have some discussion, and then plan to vote on it at the next meeting.

Adjourned at 3:23