

Minutes- Dean's Council
August 29, 2018

1. Process/organizational practices

Plan for keeping Minutes: A "Final Minutes" folder will hold all minutes for the year.

Discussed DC process and need to set DIV meetings. There is no need for DIV meeting before first faculty meeting.

2. Dean's Updates

Associate Provost search was successful.

Space Committee process: academic space, administration space, residential space are all being addressed. Budget restructuring set aside significant funds for remodeling, renovating, repurposing. Committee and subcommittees have been meeting, under Jessica Lakin's and Maria Masucci's guidance.

Preliminary data demonstrates that we do not lack space, but that we don't always have the right kind of space for various purposes (ill sized, not properly fitted for purpose, etc). There is a large backlog on deferred maintenance. Some systems must be upgraded to avoid more expensive upgrades or replacements later.

We were quite behind on COF reviews of Associate and Full professors who have been in rank for more than 7 years. COF worked over summer months; these are now caught up. Imminent retirees were not newly reviewed.

3. Discussion Items:

--Launch Curriculum: populating design teams

Dean's Council should be involved in structuring ad hoc committees /work groups that are assigned to develop the CRUE curriculum. Discussion of process, which will be akin to choosing standing committee members, beginning with a faculty interest survey and proceeding to Dean's Council review and appointment.

-- Workload document and Research Release document

Dean's Office has developed clear guidelines for workload assignments where the 11th class over next two years goes. Dean's Council is reviewing guidelines, including which major committees and which "large department" chairs fall under the exception to the 11th course. Likewise for new guidelines for release time research grants. Once these guidelines are put in place, questions should be fielded with DIV chairs and brought back

to Council.

--Committee vacancies

New committee members needed in most areas. DIV Chairs will field.

Need nominations for Annual Planning and Budgeting Committee (Provost and President determined that faculty representation should be elected).

4. Division meetings schedule reported as far as it is known.
5. Agenda building -- table until next week
6. Line requests-- table until next week, but brief discussion ensued of how to create a transparent but streamlined process. We will study and edit the line request document from last year. Few new lines are anticipated, and requests should be compelling, persuasive and succinct. Dean's Council will provide guidance for submissions.