

Deans Council July 27, 2011

Report

* There are no minutes to approve at this time due to prioritization meetings in April and May and the cancelation of the June meeting due to flooding.

Text book adoptions

HEOA Legislation (2008; Sec 133)

The provision also requires universities and colleges to provide students with the lists of textbooks required for a course during registration.

As of two weeks ago only 75% of faculty has submitted their book orders. This is serious. This act is tied into financial aid and TRIO. Not complying can affect this funding. The bookstore suggested not using all of the bundling as costs can be cheaper; Sandy is willing to come in and talk with faculty if you wish. Please email or call the bookstore for a list of those who have not yet ordered.

Nine Month Contracts

Timelines, Funding Sources, Communication

Penny reinforced the importance of making sure the correct FTE, salary, position #'s, and funding sources are provided to the business office during budget planning periods each year. All this information is used in the budget book and ultimately on the faculty contracts. Miss information makes for much time spent correcting contracts.

Fall 2011 Enrollment

Numbers are down 8.12 %. Courtesy calls are being made to all students to ask what their current needs are due to the flood. The Graduate school is making their own calls.

Chairs and Deans are to watch the low enrolled courses. If we can't enroll the students we cannot afford the adjunct faculty, therefore, low enrolled courses must be canceled.

August 10 is the deadline to check enrollment and determine which classes need to be canceled.

Convocation and New Faculty Orientation

New Faculty Orientation: 8/15 & 8/16.

- Lenore gave a brief overview of the schedule
- Information will go out via email to the new faculty, chairs and deans
- Penny will circulate the list to deans prior so we do not miss anyone

Convocation: 8/17/11.

- George Kuh is the keynote speaker
- Let the VPAA office know time and location of the college meetings

8/17 evening: Fall kickoff, being held on campus

8/18: Mini-convocation: SEP, and General Education; open session with George Kuh

Beth Odahlen is sending out more information. Let the VPAA office know if there are things we have missed.

Question raised on Convocation: How do deans approach faculty stating they will not be on campus until classes begin? A firm letter needs to be placed in their personnel file.

Flood Related Issues

Faculty who need/who have found housing

The University has purchased an 8plex of efficiency apartments. If you know of faculty who need housing contact Robert.anderson@minotstateu.edu, he is our Ombudsman; currently located in an old IVN lab, first floor Administration Building. If you hear that faculty are struggling and just not planning to return please notify the VPAA office immediately.

Student housing concerns

There are beds available in the residence halls, please contact Lisa Eriksmoen. Sodexo is looking at a smaller meal plan option as well.

Mental Health Presentation:

When? 8/15 or 8/16; include the chairs

What do we need to hear? To help us be aware and know what to expect

SEP update

Kevin highlighted the June 22, 2011 SEP report. The key performance indicators and the strategic goals will be prioritized. The next visit is August 31-September 1.

Reappointment Letters to Faculty

JoAnn Linrud visited with Cynthia Goule, NDUS legal counsel, on what should be stated on the reappointment letters sent from the academic affairs office after annual evaluations are complete. Probationary letters may need to state "Notice of Intent to rehire". The current letter has caused some confusion and misunderstanding of reappointment, when in fact, some faculty are let go after an evaluation period. We need to standardize all letters and be brief. Cynthia is willing to help draft a new letter.