

Deans Council Minutes

February 12, 2009

Present: Sarratore, Dible, Bever, Swails, Hughey, Wallace, Wellington, Sciame-Giesecke

Guests: Nowak, Tharp

Paul Nowak introduced the new Director of Communications and Marketing, Katrina Janes. He also passed out a template to replace the brochures that departments are sending out about their programs. He asked them to think about what they can say is different about their programs.

Jack Tharp told the deans about a data security breach that had happened on campus. The computer involved had a virus. An e-mail was sent out to students. The incident has been resolved.

Closed Programs: This needs to be formalized. Send notification to the Registrar and copy VC Sarratore and Admissions. We are closing Health & Aging, Homeland Security, and the MIS program.

Budget: You have your summer budget information. If one unit has resources left and another needs resources, resources may be transferred. The transfer would increase the receiving unit's credit hour target. Deans need to share with each other what they have and what they need.

Adjunct Budgets: Some of you are under budget and some are significantly over adjunct budgets. You need to balance before next year's budget. Look at why we are over budget on adjuncts. Need to realign full time faculty and overloads. We'll try to reallocate adjunct budgets between units.

Restoration Priorities: What is at the top of your list if the budget situation improves?

Keeping your first year students: Send VC Sarratore an e-mail with any specific programs or activities that are being targeted at retaining students (freshman to sophomore) within academic programs. If you have other things planned for next year that are not being done this year, please send me a list of what's happening now or what you have planned.

HLC Update: Would like to get students from every program to attend the student session.

Grade Appeal: Please review or create within your units a grade appeal process. Generally that process will include going to the professor involved within a certain period of time, then to chair or dean, and then to a unit committee. Make your process available to all offices. VC Sarratore will talk to Faculty Senate about putting into effect a formal campus process. You may choose to involve student representatives or a student group. At the campus level, we should have students involved.

P&T Process: The committee consisted of the deans and the Faculty Affairs Committee.

Transitions: Appointments are issues in the transition coming up. The Honors Program Director is on sabbatical all next year; we will put out a call. Sharon Calhoon is stepping down from her position as Assistant Vice Chancellor for Academic Affairs and Director of the CTLA as of June 30th. We need to determine how we can fill these positions.

Reappointments: Reminder that these are due March 15.

VC Sarratore needs IVY Tech updates from all deans as well as your strategic plan reports.

Advising Restructuring: VC Sarratore said there are still a couple of things to work out. Need to work out details of disability services and testing and who should be in charge of this.

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