

IU Kokomo Academic Affairs

Deans Council Minutes 82709

Friday, August 28, 2009 4:52 PM

Deans Council Minutes

August 27, 2009

Present: Wellington, Parkison, Wallace, Hughey, Boschman, Tulley, Armstrong, Stroman, Dible, Hakes, Sciame-Giesecke

1. VC Giesecke introduced Hakes and Stroman as new members of the Deans Council.
2. VC Giesecke needs the goals for each Dean by September 1.
3. Please schedule the Chancellor and Sue to visit each school to attend a department meeting. Stuart wants each department's ideas on how to grow IU Kokomo.
4. The ALC is working on a Conflict of Commitment form for faculty to sign. There are some faculty who have a full-time teaching job at two different institutions. That won't happen anymore. There are faculty teaching 2 days a week, not coming in the rest of the week, and then working a business on the side. Sue will send a copy of the draft document to you. Please review it and send your thoughts to Sue.
5. Linda Wallace reported that Dr. Lee will fund two week exchanges with Sung Shin University. He is providing scholarships for students and faculty to go to Korea and for Korean students to come here. Kathy Parkison will recruit a faculty member to coordinate these exchanges and invite Karla Stouse to the Dean's Council meeting to share the application process that she uses for the Innovation Symposium. Each spring Linda Wallace offers a Korean culture class that students would need to take. After Kathy Parkison has recruited a coordinator and Karla Stouse has talked to us about the process, we need to spread the word to the students in all areas. We will get a sense of the cost and then get something out to students by October 1. We need to know the dates of the exchanges for our students and the Korean students. January would be a good time for students to come here. Graduate students could also be involved for research.

Linda Wallace reported that currently Nursing students from Korea are housed at the Hampton Inn suites. They have gotten used to their customs and can pretty well interact with them and take care of their needs. Dean Boschman knows of a multi day trip to China for \$1100 for students. He will give the information to Songwen Xie who has indicated an interest to take some students to China.

6. Assistant Vice Chancellor Stroman reported that all advising centers are up and fully staffed. All centers except for Education and Continuing Studies are over-enrolled. Chancellor Green wants to reach a 65% retention rate for our new students. Stroman will determine what that means for each center so they know what their target goal is. 65% will be a real challenge to meet. We need to make sure advisers are supported by their Deans. Stroman's office is currently calling 630 new students to check in with them. The advisers can follow up on any problems. After that all continuing freshmen students will be called. There have been some problems with Math placement testing. Norma ran a report so we can see if we have students who have been misplaced. Then they can be moved at no cost to them. Advisers need to see each student once other than registration and orientation. The advisers need to be able to address the students' needs and to know what resources are available in the community.

7. Hakes talked about hybrid fee distribution. Hybrid courses are partly face-to-face and partly on-line. The fee for these courses is \$5.00. Any schools developing hybrids would get 3% of the fees. Academic Affairs & Continuing Studies get 7%. Do we want to consider moving other programs to hybrid? The success of hybrid courses is 75-90% course completion rate. Most returning stop-outs who come back take hybrid courses. Send your thoughts on the percentages to Sue.

8. H1N1 – At the next Faculty Senate meeting we need to get a consensus of what we are going to do if we have to shut down because of the H1N1 flu. (it will be for at least a week) If there is a shut down and we move to Oncourse, are all faculty prepared to use Oncourse? If not, we need to get them prepared. What if students are ill and class is still in session? How will faculty deal with one student who is out for two weeks or so? We will need to determine the percentage of students that need to be present for us to convene class. Students will not always have access to a doctor's excuse. If we shut down over finals, do we say we are not having finals? We must decide what we are going to do in all these scenarios. What about units with animals and cultures? If the campus shuts down, who gets in to take care of them? What if faculty are ill? Do they just move to Oncourse? Who do faculty inform that they are out and what is going to be done to take care of the students? Sue will draft questions and get answers at Faculty Senate. Read over the H1N1 document and come up with comments. On September 30, Sarah will have a flu clinic for flu shots and later the shots for H1N1.

9. Faculty positions. We have vacant faculty positions we need to think about this year. We need to look to where there is growth and reallocate there. Anatomy, Biology, SPEA /Health Administration, Communication Arts, Geology, Educational Psychology, Informatics, New Media, and Marketing. We do not have funds for all, we need to make decisions.

10. Strategic Plan. Sue handed out to everyone the Strategic Action Plan. Look at the status column and indicate tasks that have been completed.

Homework: Send your response to Sue on the following four documents.

1. Conflict of Commitment
2. Sue's draft questions for the faculty senate meeting on H1N1
3. Fred Hakes' white paper on hybrid fee course distribution
4. Strategic Plan - fill in those items that are completed

Please distribute the Judy Palmer document on Academic Contingencies to your faculty with a note alerting that it will be discussed at the next faculty senate meeting.