

Dean's Administrative Council  
Minutes of Meeting  
March 26, 2018 at

**2. Instructor Ranks (AK):**

Dr. Kent informed the council that the university is considering 3 levels for the instructor positions instead of the current 2 levels. Dr. Kent requested the council's input and asked them to generate some potential titles for a tiered approach.

**3. Faculty Unpaid Leave (AK):**

Dr. Kent announced that if a faculty get to the point of requesting an unpaid leave, that would require Presidential approval. There is a process for requesting unpaid leave (when someone has used all university paid resources such as sick and vacation time) which must go through the chair to the dean first. Also if a faculty who is currently on a tenure track and request leave this will need to have the Provost approval. Information is in the faculty handbook for future reference.

**4. Faculty Awards (AG):**

Dr. Green informed the council that nominations are due this Friday, March 30, 2018. The committee will meet next week for review. The Honors and Awards reception will be held at the Faculty Club on Thursday, April 19<sup>th</sup>.

**5. Faculty Council (DC):**

Dr. Campbell informed the council that the faculty council met and set the date for the faculty assembly for April 25<sup>th</sup>. Dr. Campbell will send out information shortly. Topics of discussion at the faculty council meeting centered around Promotion & Tenure – (a list of top tier and second tier journals for junior faculty); and changes in tenure-track – (adding a tenure line for more teaching related position).

**6. Office of Assessment Update (MB)**

Dr. Binion provided an update of the Office of Assessment.

- There have been substantial changes in SACS requirements for assessments.
- Effective immediately, we will no longer be required to submit at the department level intended outcomes through Tracdat.
- Department chair evaluations went out last week and have been delivered back to the dean for review.
- Dr. Kent announced to the council it is imperative that Tracdat is finished this week from the past. Encourage faculty to complete Tracdat.

**7. Development Update (AM): N/A**

**8. Graduate Studies Update (SS):**

Dr. Santoli provided the council with an update and distributed a handout titled “2018 Applications as of 3/26/18”:

- **2018 Summer Applications as of 3/26/18 – 144**
  - In Progress -108
  - Received – 36
  - (Accepted – 3/committee Assignment for review – 19)
  
- 2017 Summer Applications as of 3/26/7 – 135
  - Accepted – 21
  - In dept for review – 12
  
- **2018 Fall Applications as of 3/26/18 – 146**
  - In Progress -101
  - Received – 45
  - (Accepted – 3/committee Assignment for review – 36)
  
- 2017 Fall Applications as of 3/26/7 – 72
  - Accepted – 8
  - In dept for review – 8

Dr. Kent announced that she is ordering table top banners for recruiting. We can get a discount if orders are combined. She asked the chairs to encourage faculty to recruit for graduate degrees.

**9. Advising Center/Student Services Update (JW):**

Mr. Wooden informed the council that they have sent out invitations for the Google Drive for the CIEP pr ÊmÃm"dQ! Ôkgì(\$s% 6#Ó Ñ è• J ÎC\$ói iU"ç‘ ;b