Deans’ Cabinet Action Items – February 10, 2015

I. Department By-Laws and Minutes (Karen) - It is important that departments have by-laws and keep minutes that answer to how curriculum decisions are made and who gets to vote. Deans: Mandate that departments submit by-laws and minutes to the Dean’s Office in case they need to be reviewed at a future date, to ensure that policies are not violated, and because accreditation bodies want to see that we have them.

II. Update: Honors Convocation Naming (Karen) - The Nominations and Awards Committee will develop some criteria for this honor going forward.

III. Dropping Schedules (Karen) – The data from the Registrar’s Office was reviewed and discussed. Several options were discussed to try to get students, both resident and commuter, to process their bill on time and cut down on the number of schedules that get dropped. Most students who get dropped end up enrolling in the end, but in the meantime a lot of extra work is created for several offices. Renee: Ask Michaela to add this topic to the next Executive Cabinet agenda.

IV. L/A vs. Applied Courses Listing (Karen) – The listing needs to be updated for clarity in liberal arts courses versus applied courses. The course content is what guides the distinction between the two; theory based courses are liberal arts and performance based courses are applied. When advising students, advisors should be using GER sheet, liberal art designator sheets, and a list of exceptions. Deans: Review list and send Renee anything that should be on the designator list.

V. Characteristics of Strong and Weak Promotion and Tenure Applications (Karen) – It was decided that a Characteristics of Strong and Weak Promotion and Tenure Application will be created to be used as a best practices reference for faculty when they are putting together their portfolios for promotion or tenure. Renee: Set up a block of time where this can be more thoroughly reviewed and discussed.

VI. Feedback on Transfer Self-Scheduling (Molly) – Transfer students will be able to self-schedule beginning this semester for Fall 2015; registration codes will come from Deans’ Offices only.

VII. Feedback on Student Opinion Survey Campaign (Molly) – Update on SOS campaign:
- Residence Life will be emailing all resident students of what is being implemented as a result of input at town meetings
- On behalf of academic support services, Molly addressed the Student Government Senate, sharing improvements
- UP, Safety and Residence Life will be at next Senate meeting
- Sue Law will be doing signs for Chaney to show what has changed with food services as a result of student feedback survey
- Sharon Tavernier to reach out to FYP instructors to remind students to do the SOS
- Encouraging participation via communication forums such as Dr. Szafran’s blog
New Business

VIII. **Potential Graduate Timeline (Ken)** - Student Activities has requested that the potential graduate lists be due on February 27th; the rationale for the request is due to yearbook issues. The Deans are concerned this will cause extra work for their offices and their faculty and feel the potential graduate list deadline should remain during pre-scheduling when advisors are reviewing student records. **Karen:** Talk to Priscilla about this and let her know the Deans’ concerns.

IX. **Academic Assessment (Dr. Szafran)** – Student learning outcomes must be measured and collected. Faculty need to be assessing course outcomes (4-5 SLO’s are sufficient) in their own courses; the curriculum coordinators need to be collecting the data and moving it upwards (chair, dean, etc.). The instrument used to measure outcomes should be easy to complete and not cumbersome and SLO’s should be put on a cycle. If e-portfolio is eventually purchased in TaskStream, it will link with BlackBoard; the storage repository for this data would be TaskStream.