Deans’ Cabinet Action Items – February 24, 2015

I. **Compensation for Instruction /Cut-Off Date? (Karen)** – The cut-off date for per student internships will remain on census day. In the case of a special circumstance, a new C-2 will be generated by the Dean’s Office and the faculty member will be compensated.

II. **Adjuncts Teaching in More Than One School (Karen) – Deans:** Send Renee a listing of adjuncts that you plan to use and how many credit hours each adjunct is scheduled to teach at the time course demands are submitted.

III. **Honors Convocation Recommendation FYI (Karen)** – A recommendation was made and decided upon.

IV. **Fall 2016 Faculty Hires (J.D.) – Deans:** Create a spreadsheet of Fall 2016 needs and send to Renee. Renee: Combine into one document to share at Deans’ Cabinet for discussion next week. Renee: Invite Shawn Miller and Dave Rourke to the March 10th Deans’ Cabinet.

V. **Part-Time Faculty-Directed/Independent Studies (Karen)** – UUP is concerned that part-time faculty who provide directed/independent study to students are not protected as they are operating as an official of the college. Going forward, a C-2 will be done for any part-time faculty providing directed/independent studies; there will still be no compensation. Renee: Look to see if there are any part-time faculty this semester and let the Deans know.

VI. **Advising Loads (Master Advisor/Peer Advising) (Karen)** – UUP is concerned about unequal advising loads. Master Advisor/Peer Advising was suggested. A Master Advisor would enroll in an advising training program. There is a possibility of a small compensation. Student mentors could be set up to navigate the system and assist freshman with simple things such as drop/add process, GER’s, etc.; however students would still be required to use their academic advisors. **Karen:** Talk to Molly and Sharon for their feedback. **Deans:** Let Karen know if there are people in your area that you feel may want to be involved in developing this.

VII. **Math Department Proposal in Lieu of Advising (Karen)** – Suggestions made were a commitment of hours per week in the tutoring lab and assisting in the Advising Center. **Mike:** Ask the Math and Physics departments to propose suggestions of what they would like to do in lieu of advising.

**New Business**

VIII. **Summer Face to Face Classes/Evening Classes – (Dr. Szafran) Karen:** Talk to Sarah about distributing a student survey to see if there is interest in face to face summer classes, residing on campus during summer term, and evening classes. A conversation would need to take place with facilities as well, as renovations and restorations are done in summer. **Deans:** Reach out to faculty and see if there is
interest in teaching face to face summer classes. **Karen:** Discuss with Molly and get her feedback as well.

**IX. Fall Master Schedule (Karen)** – Lenore is going to change the academic calendar to reflect moving advising week up. Timeline is as follows:

- Wed., March 18th - Memorie will have fall master schedules to the Deans, Department Chairs, and Curriculum Coordinators
- Fri., March 20th - Any changes to be sent back to Memorie
- Mon., March 23rd - Memorie will send revisions back to the Deans
- Wed., March 25th - Any errors will be reported back to Memorie
- Fri., March 27th – The final version will be completed
- Mon., March 30th – Fri., April 10th - Advising week will be two weeks long, and Registration week will remain the same.

**Karen:** Check with Memorie to make sure that this will not affect non-degree.