

# Deans' Council

## Minutes: Tuesday, July 19, 2011

1:30 – 3:00 pm

President's Conference Room

Montana Hall

Martha Potvin  
Joseph Fedock  
Larry Baker  
Carl Fox  
Robert Hietala

Jeff Jacobsen  
Marvin Lansverk  
Paula Lutz  
Robert Marley  
Tom McCoy

Helen Melland  
Tamara Miller  
Susan Dana  
Allen Yarnell

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### I. Call to order

Provost Potvin called the meeting to order at 1:30 pm.

### II. Approval of Minutes of May 10, 2011, Meeting

Minutes unanimously approved as written.

### III. Information/Announcements

Dean of Students, Matthew Caires, was introduced and welcomed to MSU.

#### A. 2012 December Commencement

MSU will begin holding December commencement ceremonies in December 2012. The calendar on the MSU website will be modified to reflect this change.

#### B. AM/PM Commencement Assignments for May 2012

Colleges assigned morning times in 2011 will move to afternoon and vice versa.

#### C. Lump Sum Bonus/Strategic Pay Approvals

Please seek advance approval from Provost before proceeding with paperwork.

### IV. Topics for Discussion:

#### A. MSUoi – Bill Van Horn

The MSUoi project is part of the OneMSU integration initiative. The focus is to reduce duplication and work more efficiently as a four-campus unit. The four goals of MSUoi are: 1) enrich service providers; 2) satisfy service customers; 3) increase institutional efficiency; and 4) improve institutional effectiveness. August 17 is the anticipated kick off date, and it will be targeted heavily at staff. The implementation group is seeking full participation across all campuses. MSUoi progress can be monitored on the website and an assessment phase will also be part of the initiative.

#### B. Additional Compensation – Tom McCoy/Pam Merrell

Tom McCoy distributed a handout outlining new information requirements for grand funded additional compensation. In compliance with federal regulations, additional compensation

requests should be carefully reviewed by Department Heads and Deans in several key areas: 1) additional duties/responsibilities; 2) cross-departmental activity; 3) limited time period; 4) work performed at remote location; and 5) approval from granting agency. Faculty Senate Chair Lansverk expressed concern regarding implementing new procedures during a time when many faculty are not on campus. VPR McCoy emphasized that additional compensation is not being eliminated, rather additional information is being requested to ensure compliance with existing policies. This issue will be discussed at the next Research Council meeting. Please forward any additional comments to Tom McCoy by August 1.

**C. Required Training for Online Instructors – Kim Obbink**

Kim Obbink presented an outline of the Teaching Online Program (TOP). The focus of this program is to provide faculty with the tools for successful online instruction. This program will be “encouraged” rather than “required” for faculty teaching online. A certificate will be issued upon completion and will document that faculty have gone through training. It remains the responsibility of department heads and deans to monitor the quality of all instruction within their units. Faculty Senate Chair Lansverk advised a “soft start” rather than establishing a requirement for mandatory training. Faculty Senate will discuss training for online instruction in fall 2011. Deans’ Council will review in 6-12 months for possible establishment of required training.

**D. LRBP Priority List**

Provost Potvin indicated she was seeking Deans’ Council input on the prioritization of projects on the preliminary LRBP list for 2013. She would like to forward 3-5 priority items for consideration. Discussion followed regarding giving highest priority to classrooms and space with high impact student use. Support was expressed for the following projects: 1) renovation of Reid Hall in stages to allow for continued use; 2) Tietz Hall; 3) increase amount for classroom renovation; 4) roof repair.

**E. Conservation Biology and Ecology Option**

If approved, the proposed new option will replace the Ecology and Evolution option currently offered. Dean Lutz indicated there is significant student interest in the proposed new option and graduates should be very marketable. With the focus on mathematics and statistics, the Math Department will be impacted and a letter of support will be sought from the Math Department Head. Faculty Senate has reviewed and endorsed this proposal. A motion was made and seconded to recommend approval of this new option. The vote was unanimous in favor.

**F. China Studies Minor**

This proposed minor would capitalize on the growing presence of China in the global arena. Concern was expressed regarding possible opposition from the University of Montana. Also, Dean Miller indicated that an additional investment in library holdings (approximately \$20,000) would be necessary to support this new program. The College of Letters and Science would be responsible for funding additional adjuncts to support this program. Faculty Senate has reviewed and endorsed this proposal. A motion was made and seconded to recommend approval of this new minor. The vote was unanimous in favor.

**G. Unfunded Programs: Assessment Process**

A process for reviewing new and unfunded existing programs needs to be developed. This process needs to consider how to interact with Budget Council in these matters. For academic issues, the concept would be for Deans’ Council to review and prioritize programs.

The Provost would then advocate for funding at Budget Council. At the August 9 Deans' Council meeting, we will begin the discussion regarding criteria and process for review of existing unfunded programs and new programs. Please forward your comments and suggestions to the Provost by August 5.

Also on the agenda for the August 9 meeting will be structure for meetings with Deans and Associate Provosts.

**Next Meeting: Tuesday, August 9, 1:00 – 2:30 pm (President's Conference Room)**