Deans' Council

Minutes: Wednesday, August 13, 2014

1:00 – 3:00 pm
President's Conference Room

Martha Potvin X	Glenn Duff X	Helen Melland X
Kenning Arlitsch	Brett Gunnink X	Bob Mokwa
Kregg Aytes X	Robert Hietala X	Nicol Rae
Matthew Caires X	Karlene Hoo X	Lynda Ransdell
Nancy Cornwell	Ilse-Mari Lee X	Renee Reijo Pera
David Singel X	Ronald Larsen X	Martin Teintze x
Shelley McKamey		

Additional participants: Deb Debode, Kim Obbink, Megan Bergstedt, Michael Reidy, Brian Rossman, Jayne Downey, Terry Leist, Jeff Bader, Chris Fastnow, Jerry Sheehan

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I. **Call to order: 1:03 p.m.**

II. **Approval of Minutes: Bob Hietala moved to accept, Ilse-Mari Lee seconded, approved.**

III. **Topics for Discussion:**

   A. Julie Kipfer: College Marketing Materials: recruitment materials for students and faculty recruitment, alumni information. Individual to each college. Moved to standard information template, use inserts to customize message. One look, one folder saves on printing costs, allows using the one sheets to customize the information. Working closely with Foundation. New website launched 8/14 geared to prospective students, more externally focused. Three new webpages, external constituents, students, faculty and staff. CMS templates will help maintain consistency.

   B. Deans Retreat Debrief:

   i. As Deans how will you support faculty to write more grants?
   1. Interdisciplinary coordination.
   2. Peer mentoring.
   3. Established College Research Council bringing information to the Dean to facilitate grant writing, identify resources, staff.
   4. Restructuring seminar series to more of an internal focus to help faculty understand what they do and encourage more collaboration.
   5. NSF day
   6. Grant writers on retainer. Not widely known/used.
   7. Proposal for Broader Impacts Center that would help faculty write sections of proposals, provide templates. Professional association for broader impact staff.
   8. Proposal for Research Competiveness.
   9. Planning conference bringing in all research faculty to work with campus faculty.

      ii.   Activity Insights: How do we help to facilitate the adoption of data input so that good data can be generated?
1. Used for Merit increases.
2. More discipline to rely on the information that is in the system.
3. Cannot gage current level of engagement with information. Proxy entering data will show as faculty member entering data.
4. Enforce that annual reviews will be based on information entered in Activity Insight.
5. Can create customized templates. Does there need to be more workshops for Deans and Department Heads? Needs to be in connection with new annual review form.

      iii.   DWF, Retention and Graduation Rate Statistics. What can the Deans do to help move that conversation along?
1. Initiatives that are currently in place. Work more with students who do not make it into upper division courses (unique to department).
2. Poster Session Fair for Performance Funding proposals.

      iv.   Graduate Degrees went down: Currently at 562, goal is 625. Doctorate at 56, goal is 80. Goal is to complete on time and support timely completion. Need a focused targeted recruitment to increase graduate students in some colleges using an outside recruitment system/firm.
1. Travel funds for recruitment.
2. Targeted recruitment in STEM.

      v.   Reverse Degrees: Student who takes 70 credits and for various reasons cannot finish, can they pick up an Associate's Degree so that they have credit for the work completed?
1. Several programs meet the requirements for an Associate's Degree as the student progressed, it could be awarded as completed.
2. Performance Metric for Gallatin College.
3. Look at models that allow as a path to finishing degree.

C. Comments from Senior Survey:
      i.   Section on Strand Union Building, seniors would like beer served in the basement of the SUB. Dean of Students, supports idea. Regent's policy in place now that prevents, would need to go before BOR which would have MUS impact. Revenue could go towards scholarships.
      ii.   Relevance of CORE classes: Context may be relevant if asked at different stage of education. As a senior may have put off CORE to the end and would have a different perspective than a CORE class taken in an earlier year.
      iii.   Provide impact statements as to how this course with benefit me.
      iv.   Incentivize CORE teaching.

D. CORE:
      i.   Revising CORE and need individuals to assist, recommendations for participants.

IV.   **Information/Announcements**

A. CIM: Curriculum Management software: Catalogue management software, catalogue ready for summer orientation. Very limited errors. Current catalogue online, next

catalogue is edited to be implemented next summer. Implementation date required to integrate with Degree Works. Transition date before session starts. Proposed to make change in May. All changes made by end of January to meet printing deadlines. Curriculum management piece should go live soon. Replaces current paper process for new courses and programs. Need all information required for Level II for accreditation. Pushback – narrative is now in field setup making submission seem long but needed. Enforcement of how much authority is needed to change certain elements of course. More approvals will be needed.

B. **Extension Centennial Challenge:** Community Service projects performed by various groups. Stories will be featured at Celebration Dinner on October 20th.

C. **Convocation Events Update:**

D. **Graduate Student Orientation: 8/21/14**

Meeting adjourned at: 2:51 p.m.

Please Note: <u>Next Meeting: Tuesday, September 9, 1:30-3:30pm; PCR</u>