

Deans' Council

Agenda: Tuesday, February 9, 2016

2:00 – 4:00 pm President's Conference Room, Montana Hall

Voting Members					
x	Martha A. Potvin	x	Charles Boyer – COA	x	Helen Melland – CON
x	Kenning Arlitsch – Library	x	Brett Gunnink – COE	x	Randy Babbitt – Faculty Senate
x	Kregg Aytes – JJCBE	x	Robert Hietala – GC	x	Nicol Rae- CLS
x	Matthew Caires – VPSS Designee	x	Alison Harmon - EHHD	x	Bill Shields – COAA
x	Renee Reijo Pera – VPR		Karlene Hoo – Graduate School	x	Ilse-Mari Lee – Honors College
Other Members					
x	Ronald Larsen – Associate Provost	x	Martin Teintze – WWAMI	x	Shelly McKamey - MOR
	David Di Maria – Associate Provost	x	David Singel – Associate Provost		Kim Obbink – Extended University
Other Participants in Attendance					
x	Betsy Webb	x	Marilyn Lockhart	x	Chris Catlett
x	Deb Barkley	x	Maureen McCarthy	x	Megan Bergstedt
x	Chris Fastnow	x	Victoria Drummond		

I. Call to order: 2:05 pm.

II. Approval of Minutes from December 8, 2015: Bill Shields moved for approval, Kregg Aytes seconded, Approved

III. Topics for Discussion:

- A.** Licensed Addictions Counseling Program name change to Addictions Counseling Program: Helen Melland moved for approval, Nic Rae, seconded, Approved. The item will be prepared for submission to the May Board of Regents meeting.
- B.** Culinary Arts and Hospitality Management: Kregg Aytes moved for approval, Kenning Arlitsch, seconded, approved.
- C.** MPA in Moratorium: This will only be the joint program. Bill Shields moved for approval, Nic Rae seconded, approved. Approved. The item will be prepared for submission to the May Board of Regents meeting.
- D.** Annual Faculty Performance Review Policy: Discussion related to percentages of effort in the Letter of Hire was undertaken. Kenning Arlitsch moved to table pending Faculty Senate discussion, Bill Shields, seconded, approved.
- E.** PLA (Ron Larsen): The Board of Regents developed a PLA policy that was approved in November. The MSU policy has been approved by Faculty Senate. Bill Shields moved to approve, Bob Hietala seconded, approved.
- F.** Review of Deans/DH's (Randy Babbitt): Following the discussion from the December meeting, Faculty Senate has charged the Steering Committee to develop the procedure. A discussion of the procedure being developed by the Steering Committee was undertaken. Suggestions and edits will be made by Faculty Senate and sent to Deans' Council members for further review.

IV. Information/Announcements:

- A.** Fall Convocation (David Singel): The speaker will be Wes Moore, on Thursday, September 1st. The Deans were asked to reinforce the event, book and speaker in seminar.

- B. Environmental, Health and Safety (EHS) Policy (Chris Catlett): An overview of Safety and Risk Management was provided to include areas of responsibility. The EHS Policy and Dean, Director and Department Head responsibilities were also reviewed. SRM extended an invitation to meet with Departments and Units to review safety procedures and policies. Additional safety training is being developed to ensure all employees are provided and complete the necessary trainings for their responsibilities. It was suggested that SRM meet with one Dean and group per month or would be happy to come back to Deans' Council whenever requested.
- C. Reallocation of available instructional space in Linfield Hall (Approx. 3800 sq ft is available for reallocation. It is not ADA accessible.) (Bob Lashaway/Victoria Drummond). A review of the space presented as well as the list of space requests that are currently being reviewed. Several units on the list would need to be removed due to the ADA issues. Any request that remains on the list will need to submit a request through Space Management by the need of the week for consideration the first Friday of March.
- D. Deans and DH training (Deb Barkley/ Betsy Webb): An overview of the Professional Development Training available from Human Resources was provided. A possible list of topics for Dean training was provided to spur thought on what is needed and how this gap can be bridged. The Deans were also asked to consider what may be valuable/necessary for Department Heads as well as the venue and format that may be best. Several topics appear best within the natural cycle such as annual review. Deans were asked to review the list and mark those that were relevant to their needs.

V. **Additional Topics:**

VI. **Adjourned: 3:58 pm.**

Please Note: Next Meeting March 8, 2016, President's Conference Room