

THE UNIVERSITY OF AKRON

**COUNCIL OF DEANS
MEETING MINUTES – 10/4/04**

Present: Auburn, Aynes, Baker, Capers, Creel, Emore (for Barnett), Haritos, Johnson, Kelley, Kristofco, Midha, Mugler, Nelson, Newkome, Silverman, Stokes, Stroble

Guest: Sabrina Andrews, Jim Haskell

Chair: Stroble

Recorder: Herold

TOPIC	DISCUSSION	ACTION
Sabrina Andrews	The Provost asked Sabrina Andrews, Director of Institutional Research, to join for part of the meeting to be introduced to the Deans.	Deans are to schedule times to meet with her to discuss Institutional Research input
Fish Follow-Up	Karla Mugler will use Fish at her retreat on October 14. It could be offered more broadly. HR will look into.	Cynthia Capers will report on HR plans.
Convocation	Operational Excellence – President and Provost will appoint task force of University and community representatives. Want to identify needs to bring better practices into place operationally. Encouraged all to look at the new Provost’s website. It will contain archives of minutes for committees Provost chairs, including links. We are trying to enhance communications.	
Stoller Fund	Provost met with a representative from the Stoller Fund. He has recommended funding as requested.	
Technology Fees	We distributed 50% more of the technology fees than submitted last year. Need to create parameters for RFPs to access remaining technology money.	
\$10M	<p>Beth will accept proposals for the \$10M Academy Investment Fund. Part will be used for operational support (later). Most will be made available through the budget review process. Want to make some available for some hiring needs this year.</p> <p>Timing of funding will depend on the state and the capital campaign. Doing some re-allocation because we cannot ignore this need.</p> <p>Provost will put all in writing and get to Deans shortly.</p>	<p>Deadline for submissions is October 19 (date is non-negotiable). Deans to prioritize the list of needed funds right away in addition to funds currently available and approved. Outline needs and where strategic hiring will help access, or hire is needed for research program of the institution (how it will help obtain external research. Keep list short and strategic (5 or less). Be sure to present a proposal that is most likely to be supportable. Attach \$ figures to the requests, timing etc. Build in fringes.</p> <p>Look at all positions that were approved for searches and let Provost know where they stand. Some vacancies have not been requested for replacement.</p>
Updates	<p>Leadership Development – Have met and distributed proposals and Stan’s manuscript. Next meeting October 15.</p> <p>Equity for Administrative Stipends – Midha will call for a meeting next week. Besides stipends, there is a variation of teaching load for administrators.</p>	

	<p>Program Review – Midha..Had template circulated in summer. Have met with Sabrina. Meeting again on 10/6. Breaking down at the department level and program area level. Hope to get all information by end of semester. Have distributed to departments for verification.</p> <p>Operations Advisory Committee – Met two weeks ago. Budget process will be coming in next month. Midha has met with Sabrina and Amy Gilliland. Budget information and productivity forthcoming. Statistical approach to gathering information. Will put process chart on website.</p> <p>Assessment – ITL has been setting up sessions. Will give technical assistance to build assessment plans. Will convene a group to determine how we evaluate teaching and have more uniformity.</p> <p>Chargebacks – This will be the next focus of the Operations Advisory Committee.</p> <p>First Year Experience Task Force – Mugler-- Meeting later in October. Some policy will be discussed. Look at the technological aspects of first-year students. Looking at strategies used to see what are most successful in retaining students. Will not need consent forms in the future.</p> <p>Deans Searches – Underway in A&S. Pat Nelson will chair. Should be ready to advertise soon. Hope to have candidates coming in January. Library Dean’s search almost ready to go. David Baker will chair. IT-VP still in talking stages.</p> <p>Dean’s Review – One Dean’s review going on this fall – Kristofco. Cynthia Capers will chair.</p> <p>Balanced Scorecard – Sabrina Andrews has draft indicators to see if numbers can be put to the information and what is baseline.</p>	
Classroom Utilization Study	<p>Jim Haskell distributed a classroom utilization study (from 2002) detailing percentages of usage of classrooms on campus. Need to look at the reservation method for assigning classrooms. Question raised if we have done any study of the availability of classrooms. Why nothing available before classes begin? 450-500 classes are canceled at the last minute. How can we move dates back when students must commit? Need to go after adult learners to get early commitment from them.</p> <p>Need to have a list of controlled classrooms in each building. How many are not in general use?</p> <p>Can add some more tech enhanced classrooms. AV still doing as much business as ever. Need more equipment every year. Do we need tech-enhanced classrooms in other areas?</p>	<p>Haskell will share list with Provost.</p> <p>Someone from each college needs to be available to Jim Haskell for usage information (space person). Deans to let Jim know names.</p>
Motion to Move into Executive Session	Newkome motion; second Creel; approved.	
Next COD Meeting	10/19/04	