

Deans' Council

Minutes: June 11, 2013

1:30 – 3:00 pm

President's Conference Room

Martha Potvin
Kenning Arlitsch
Kregg Aytes
Matthew Cairnes
Nancy Cornwell

Brett Gunnink
Robert Hietala
Jeff Jacobsen
Ron Larsen
Tom McCoy

Helen Melland
John Neumeier
Nicol Rae
Lynda Ransdell Bob Carson

I. Call to order

II. Approval of Minutes

Minutes unanimously approved as distributed.

III. Information/Announcements

A. Updates from other Councils – Deans' Council Representatives: None

B. Education Advisory Board access – Martha Potvin: MSU is a member of the Education Advisory Board in Academic Affairs, Student Affairs, Online Education and Financial Affairs. EAB provides access to reports, workshops and research services. MSU is permitted to request a few individually tailored research projects every year, which take about two months to prepare. Access the reports that have been completed nationally and for other universities on their website at www.eab.com.

IV. Items for Approval

None.

V. Topics for Discussion:

A. Research Compliance – Justin Cook: Justin introduced himself as the new Director of the Office of Research Compliance, which is a new office under the Vice President for Research. His job is oversight and compliance for research projects, especially those funded by federal agencies. Office initiatives include committee uniformity, paperless processes, technology protection, research lab procedures, classified research and responding to the CDC report.

B. KPI Data Review – Chris Fastnow: The KPI report is an instructional report looking at instructional activity and funding only. It provides a 10 year history. Chris reviewed the report row-by-row to provide the background on how the data is compiled.

C. Faculty Activity Reporting – Chris Fastnow: A review committee has selected a product, Activity Insight, from Digital Measures to be used on campus to collect faculty activity information for accreditation, strategic planning, reporting (Delaware, federal agencies), annual review and other purposes. It will replace FAD (Faculty Activity Database). The product can be customized to meet the needs of departments and colleges and as much information as possible will prepopulated from FAD and Banner. Activity Insight will be available for calendar year 2013 reporting.

- D. FY13 Academic Affairs Budget Overview – Martha Potvin, Megan Bergstedt: The FY2013 Academic Affairs budget was presented showing the expenses by categories that were used for base and one-time-only funds. The budget will be presented for review annually. Deans were reminded of the newly instituted process for requesting one-time-only financial support from the Provost; please submit requests in writing (email preferred) and copy Lisa Duffey and Megan Bergstedt.

Next Meeting: August 13, 2013; 1:30-3:00 p.m.