

# Deans' Council

## Minutes: December 10, 2013

1:30 – 3:30 pm

President's Conference Room

Martha Potvin  
Kenning Arlitsch  
Kregg Aytes  
Matthew Caires  
Anne Camper

Nancy Cornwell  
Glenn Duff  
Brett Gunnink  
Robert Hietala  
Ron Larsen

Ilse-Mari Lee  
Helen Melland  
Bob Mokwa  
Nicol Rae  
Lynda Ransdell

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**I. Call to order**

**II. Approval of Minutes** Postponed to January meeting.

**III. Items for Approval**

A. None

**IV. Topics for Discussion:**

- A. Facilities Review Update (Jeff Butler) – Facilities Services contracted for two external reviews recently. One benchmarked Facilities Services data to other institutions and the other looked at programs, procedures and processes. The general observation from both reviews is that Facilities Services is doing well with limited resources. They have taken the results and are further analyzing and developing an action plan.
- B. Recruiting & Admissions (Ronda Russell) – One of the activities sponsored by Admissions to recruit students to MSU is a call night when faculty call applicants and encourage them to attend MSU. Faculty participation was very low in February 2013, yet it is one of the reasons some students give for coming to MSU. Ronda asked the Deans for input and a recommendation on whether to continue the program. Admissions will also ask the Associate/Assistant Deans for their opinion.
- C. State Authorization of Distance-delivered Programs (Kim Obbink) – The State Authorization Act of 2011 requires MSU to get approval from every state where students reside who are taking courses or receiving credit from MSU (online courses, internships, etc.). It is a big job that is very expensive in some cases. Kim passed out a spreadsheet indicating from which states MSU has received approval and can admit students.
- D. Sabbatical Funding (Megan Bergstedt) – Funds from the sabbatical pool are distributed based on a percentage of a faculty member's salary. The percentage changes every year depending on the number of sabbaticals awarded. Beginning in FY2015, sabbatical pool distributions will be directed to the Deans' offices to manage.
- E. Final Exam Schedule (Ron Larsen) – The final exam period must be used to meet contact hour requirements whether or not the final is given at that time. Changes to the syllabus, which is considered a contract with the student, should be avoided, including moving or changing the final and/or when it is given.

**V. Information/Announcements**

- A. Follow up from University Council – A number of policies are being reviewed and modified. Deans are asked to review and provide comments on the International Travel Policy and the Common Hour Exam policy.
- B. Updates from Other Councils – Research Council has developed a number of mechanisms to increase research productivity. The budget rapid action task force has developed strategies to deal with FY14 and FY15 shortages and will begin looking at long term strategies.
- C. Update on Faculty Searches – Please keep the Provost’s Office informed of the status of faculty searches, retirements and resignations.
- D. *The Advantage* Discussion Retreat – Scheduled for January 6, 2014, 4-6 p.m.

**Next Meeting: January 14, 2014 at 1:30 p.m.**