Minutes

1. Approval of Minutes for Council of Academic Deans for February 12, 2015

2. IDEA Instruction to Faculty

   In 2004 Faculty Senate gave recommendations to the Provost office in regards to the Classroom Administration of the Student Response Form. Revisiting the procedure: CAD agreed a faculty/staff member should be administrating the evaluations. Currently there is a template "blurb" that should be used to administer the evaluations – CAD agreed to continue using this blurb with minor edits. It was suggested a video/powerpoint of the Provost reading the blurb and the importance of the evaluations be made either put within blackboard or projected before the evaluation. It was suggested the focus of the evaluations be turned to the importance of the students and their input for this task. Another suggestion is to make this process more standardized: put all faculty evaluations online - within this online evaluations a video from the Provost can be added. COE has piloted the online evaluations for classes and response rate was positive, data is being collected over several semesters to compile an analysis.

   Shorterm: update classroom instructions – VP of Assessment & Planning will revise from comments from CAD then send to Deans for further feedback.

3. Online Student ID Verification Charges

   The University provides a number of free identify verification options to its distance and correspondence education students. Given these free options, the University does not require distance education or correspondence students to pay fees for identify verification. To publicize this requirement, the Deans determined that it should be explicitly stated within the University Faculty Handbook and the online training materials distributed by DELTA.

4. PACE Center

   Hire a co-director in PACE (will be interim director temporarily while current director goes back to full-time teaching). Co-director will stay on after the director returns. Associate Vice Provost would like suggestions of other faculty members that could be housed in the role as co-director of
PACE. Suggestion for longterm: bring in a liaison for each college to assist with the professional development.

5. Graduate Faculty Status Policy (801014)

Graduate Council revisited policy per CAD. Minor changes on procedures. Biggest change: 3.1: Use a standard template of vita (use SAC's template in reverse chronological order).

*Each Dean will work with the Graduate Studies office to make sure each college has guidelines based on the norms and expectations of their particular discipline provided to the Graduate Council.

6. Budget Update

Academic Affairs overview on budget request.

7. Miscellaneous

   a. Leadership Studies Minor Proposal - (place in next year’s cycle) would be an Interdisciplinary minor. All new courses will be developed, minor will be housed in the Ed Leadership department within College of Education.

   Upcoming Dates:

   i. 3/4: AAC Meeting – Curriculum Approval
   ii. 3/9 – 3/13: Spring Break
   iii. 3/13: University Closed
   iv. 3/25: Next CAD Meeting
   v. 3/27: Annual Inventory due to VPAA

Recorder
Julie Schwab