DEAN’S COUNCIL NOTES
August 21, 2013


Guests: Robert Bulza, B.J. Landrum, Dan Lawless, Tim Meacham,

I. Internships

Robert Bulza, B.J. Landrum and Tim Meacham outlined various requirements for students completing internship courses. The goal is to ensure that all required forms are signed before students complete registration for internship courses. The requirements relate to educational quality, liability and federal law. A Best Practices sheet was distributed and it was assumed that the college coordinators of internships would follow these guidelines. Most colleges are now compliant with these requirements.

II. Academic Centers

Provost Byington discussed the need for the development of Academic Centers in each college as a method of improving retention and advising of freshmen and sophomores. These centers would include the academic advisors, internship coordinators, and others involved in activities related to student success. A discussion followed regarding the focus of the proposed centers and what activities might yield the greatest return in retention.

III. Editorial Duties

Faculty editing in-house publications will be considered for a course release.

IV. Startup Funds

Startup funds for faculty should be associated with a list of approved items. When purchases are made, the list of approved items should be provided to Sallie Clarkson. Relocation costs are allowed for new faculty hires.

V. CBSI

A new Credit-Bearing Specialized Instruction Policy (draft) was again presented and discussed by Dan Ennis and Barb Ritter. The policy allows faculty to earn course reassignment or compensation for directing or supervising theses, internships, independent studies and student research. The issue of faculty serving as secondary members of thesis committees was discussed relative to the new policy. The Deans will distribute to Chairs for their review.

VI. Lecture Capture

The new lecture capture classroom in the College of Business is now up and running.
VII. Textbooks
Provost Byington suggested that all faculty take into consideration the cost of textbooks when they make textbook choices.

Respectfully Submitted,

Jim Luken, Associate Provost and Director of Graduate Studies