The Council of Deans (COD) met Tuesday, June 15, 2004, at 8:00 AM in the President’s Conference Room, Sheridan Hall Room 306.

Members present: Jeff Briggs, Mary Meier for Cindy Elliott, Paul Faber, Tom Jackson, Debbie Mercer for Ed Mills, David Renteria for Dennis King, Lynn Haggard for John Ross, Steve Williams and Larry Gould

Members absent: Chris Crawford

Guests: Helen Miles, Richard Peters, Robert Scott

1. Call to Order
The meeting was called to order by the provost.

2. Selection of Edmund Shearer Faculty Advisor of the Year and Teacher of the Year Awards
Discussion: The Council and faculty decided on the recipient of the Teacher of the Year Award. Each academic dean and faculty member were given an opportunity to provide supporting statements for their college nominee before the final decision was made. The announcement of the recipient will be made at the General Faculty Orientation on August 18. All nominees are required to attend the orientation to receive a check for $150 from Commerce Bank. The recipient of the Teacher of the Year Award receives $1,000 and the Edmund Shearer Advisor of the Year recipient will receive a check for $500.
Conclusion: The nominee’s names are confidential and should not be released to anyone prior to the General Faculty Meeting.
Action: Provost Gould will notify Commerce Bank and the president’s office of the winners.

3. Promotion Timeline
Discussion: The Council discussed the revised promotion timeline that reflects the MOU agreement. Changes include reinstatement of the dean’s recommendation separate from the college committee and addition of a university promotion committee.
Conclusion: NA
Action: The Council approved the revised timeline.

4. Clarification of Requirements on the Admittance of New Students with Our International Partners
Discussion: A student’s GPA and generation of a transcript with application are the two key points for admittance to the university. We are moving along with the partnerships; SIAS University is providing us with adequate support and building new facilities to accommodate the FHSU students in China. Good progress is being made according to the president.
Conclusion: This is an informational item to the Council.
Action: NA

5. SIAS International University Foreign Teacher Employment Contract
Discussion: This item was tabled until Ms. Elliott can attend a meeting.
Conclusion: NA
Action: NA

6. Diversity Workshop for Administrators Revised
Discussion: The Diversity Workshop for Administrators will be held on October 18 and 19, 2004, in Kansas City. It was suggested the FHSU coordinator be Robert Rook. FHSU can send 20 people to the conference and the provost will pay for the expenses out of the faculty and staff development account. The conference is for administrators and senior faculty members. Each institution is asked to submit by September 5 what is already in place (i.e., diversity goals, action plans on diversity, mission, case statements, why diversity is important, etc.).
Conclusion: The university needs to have our diversity goals, documentation, and a list of people attending by the deadline.
Action: NA

7. Institutional Processes and End-Users
Discussion: The provost wants to put together end users of the major processes. He presented a listing and template of campus processes from the SAP Corporation. Discuss the processes to see if the technology is helping or hindering the process.
Conclusion: NA
Action: User groups will be established around each academic process.

8. Report of Availability of Newspapers on Campus to Students Free of Charge Feedback
Discussion: The provost asked for feedback from the chairs and deans; CHLS said no to the initiative; A&S are supportive of the initiative; COET is supportive but not sure of use. It was requested that Cunningham Hall and Gross Cunningham be included in the distribution if the project takes off.
Conclusion: The provost feels the project should have a more focused approach to include particular departments and more strategic planning on how to address this initiative.
Action: This item will be placed back on the agenda for further discussion. Deans were asked to identify individual faculty who might use the program.

9. Soft Skills and FHSU Academic Programming
Discussion: An article from The Chronicle of Higher Education on the importance of soft skills was discussed. The provost asked for innovative thinking about how we could measure and use soft skill education to demonstrate quality and uniqueness in curricular programming. The possible new MBA could be an example. The provost wants to consider improving learning outcomes/assessment of what we do across the disciplines as an AQIP goal.
**Conclusion:** This article reiterates the importance of general education and the assessment of learning outcomes.

**Action:** Dr. Faber was asked to speak to the General Education Committee about reviewing this idea.

10. **AQIP Activities and Developments: An Update – Chris Crawford**

**Discussion:** We are still working on the systems portfolio to be submitted by the end of June.

**Conclusion:** NA

**Action:** NA

11. **Announcements/New Business**

1) The provost will be starting a search for the Academic Marketing Specialist position.

2) Dr. Sandstrom is looking for instructors to teach two sections of Introduction to Computer information Systems. Anyone interested should contact Dr. Faber or Dr. Sandstrom.

3) The provost briefly discussed the OOE allocations for FY2005.

4) The telephone monies were subtracted out of all the allocations and placed in a general fund to pay for usage of phone lines. Departments/Budget Units will no longer be responsible for paying these expenses each month. Additional phone lines will be paid out of this general fund and the department will pay for fax lines.

12. **Adjournment**

**Action:** Meeting adjourned at 10:05 AM.

**III. Informational Items**

A) FY 2006 Capital Improvement Request Summary of Staff Recommendations

B) Hotspot Super Guide

C) FHSU Quality

D) Marketing Institutions and Recruiting New Students

E) Getting to Great

F) 2004 Kansas Award for Excellence Board of Examiners

C: President Hammond

Dr. Herb Songer

Mr. Larry Getty

Mr. Joey Linn

Dr. David Goodlett

Mr. Mitch Hall

Council of Deans Secretaries