

Deans Meeting Minutes
August 31, 2009
10:00 am
Chancellor's Conference Room

- I. Welcome: Dr. Jon Young, Provost and Vice Chancellor for Academic Affairs welcomed the attendees to the meeting, which included:
 1. Dr. Jon Young
 2. Dr. David Barlow
 3. Dr. Leontye Lewis
 4. Dr. Assad Tavakoli
 5. Dr. LaDelle Olion
 6. Dr. Perry Massey
 7. Dr. Marion Gillis-Olion
 8. Ms. Marsha McLean
- II. Dr. Young reminded the group of the travel restrictions and stated that since the last meeting the email discussed at the last meeting was sent to faculty and staff in the division of Academic Affairs.
- III. Dr. Young also reminded the group that since the last meeting he has sent us information on the Education Advisory Board and how to access their website as a data resource.
- IV. A proposed organization structure was distributed. Dr. Young indicated that this structure was not fully confirmed, but had been reviewed by Chancellor Anderson and will depend upon UNC GA's guidelines given discussions are in progress regarding the appropriate number of administrators at each campus.
- V. Dr. Young also reminded the group, particularly the deans, that quarterly reports will be due in the near future and faculty need to be reminded to update and complete placing information into the Faculty Expertise system – Digital Measures.
- VI. Regarding faculty development plans, several items were discussed. Dr. Barlow stated that recruiting faculty is a year round process requiring networking through professional organizations and other innovative ways. The group discussed networking internally with persons on campus as well. It was also suggested to consider ABD faculty and FSU's practices, policies, and procedures that are in the best interest of the institution with regard to support for these faculty as well as workload management so that they can complete their dissertations in a timely manner. Length of appointments and follow-up procedures to monitor progress toward completion of the dissertation by ABD faculty were also discussed.
- VII. Operation Plans: Dr. Young presented his draft of the Academic Affairs Operation Plan as a basis for discussing the 2008-09 plans due by September 1, 2009, and the 2009-10 plans due by September 30, 2009. The group was reminded that assessments and intended outcomes must be measurable for accountability purposes. The challenge will be to ensure feedback and assessments are included in the plans each year.
- VIII. Other areas pertinent to preparing substantive Operational Plans were discussed, including incorporating CLA, NSSE, FSSE, Student Satisfactory Inventory, and Campus Quality Survey data in these plans and accountability measures. Dr. Young stated that Academic Affairs must improve upon ways in which to bring Graduate Studies into this process.
- IX. It was also discussed that operational plans should focus on student learning outcomes, program reviews, and should tie in with the FSU Strategic Plan and relate to departmental outcomes. Student learning outcomes will be included in the next version of the catalog, 2010-11.
- X. It was suggested that we might want to create rubrics for Program Review reports to achieve consistency.
- XI. Operational plans for accredited departments can refer to accrediting standards and accomplishments.

- XII. The accomplishments in the Operational Plans will need to be matched with a number from the strategic plan that matches to the FSU Priority, Goal, and Objective so that all efforts throughout the campus relating to these specific areas can be identified and grouped accordingly, as needed, for future reviews and assessments.

Meeting was adjourned.

The following agenda items were not discussed due to time constraints and were tabled for discussion at the next meeting:

- XIII. Professional Services for Public Schools
- XIV. New Progressions Standards
- XV. H1N1 Preparations
- XVI. Department Chair Policy – rotation?
- XVII. Minutes of Meetings