

**Deans Meeting Minutes**  
**October 26, 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. Ms. Marsha McLean
  8. Mr. Nick Ganesan, Guest Presenter
- II. Mr. Nick Ganesan, Vice Chancellor for Information Technology and Chief Information Officer, presented plans with regard to establishing minimum skill standards for office administrative staff. To achieve these standard skill sets, plans are for training that will allow staff to become certified at certain levels by taking PC skills courses. \*Details of these plans will be sent to the Provost and Deans in the near future.
- III. Other technological issues were discussed including updating the departmental websites, disabling pages that are out-of-date, and updating the campus directory by individuals. \*It was agreed that the Provost would send a reminder to the Deans and Direct Reports to have each person in their respective units update his/her directory information by November 13, 2009, and for the Deans and Direct Reports to confirm this has been done to the Provost by November 20, 2009. \*The Provost will send a note to this effect. \*With regard to departments who have not converted to the new web template, Mr. Ganesan stated he will send an updated list of those departments to the Provost's Office so that appropriate follow-up can take place.
- IV. Printing Contract: Mr. Nick Ganesan stated that the agreement with HP for the network printers has been modified. Now each employee will have a limit of 4,000 pages per year.
- V. \*Dr. Young informed the deans that clubs for major degree programs can and should register as official clubs with Student Affairs. By doing so, they will qualify for student fees. The Provost would like for the Deans to collect information about majors clubs and organizations, which will also be useful as a recruitment and retention vehicle. The information should include: name of club, advisor, is it active, is it officially recognized through Student Affairs. These data should be submitted to the Provost's Office by December 4.
- VI. Dr. Young handed out for review his presentation for the Faculty Meeting to be held on October 28, 2009, obtaining feedback from the Deans.
- VII. The "Selection and Evaluation of Academic Department Chairs" policy was discussed. \*It was suggested that the Deans meet with Dr. Perry Massey to discuss any possible revisions and be prepared to report their outcomes at the next Dean's Meeting.
- VIII. Dr. Young stated that we are in the process of getting the exact courses being offered at Fort McPherson in Atlanta to assess and determine what course modifications FSU might consider given many of these military personnel and their families will be moving to Fayetteville as part of BRAC.
- IX. Dr. Young discussed that a Summer School Ad-hoc Committee has been formed and is looking into increasing faculty salaries, expanding offerings, and conducting a promotional campaign along with Extended Learning.
- X. CHEER will expand and collaborate with the RISE program, Teacher Education, and School of Business and Economics.
- XI. Upcoming events were discussed, including Pre-registration that begins on November 2, 2009, and the Microprobe Center Opening that will be held on November 20, 2009.

Meeting Adjourned.

\*Action Items