Council of Deans Meeting
Thursday, December 11, 2014
3:00 p.m. – Shiawassee Room

~ Minutes ~

Members Present:  Bob Barnett, Scott Johnson, Vahid Lotfi, Keith Moreland (Interim Dean Elect/School of Health Professions and Studies), Albert Price, Chris Waters, and Gerard Voland

Guests:  Karen Arnould, Registrar
Stacy Lee, Assistant Registrar
Bill Webb, Assistant Vice Chancellor for Business and Finance

The meeting was called to order at 3:00 p.m.

Curriculog Recommendation ▶ Stacy reported that she and Karen met with the appropriate committees, units, and individuals regarding Curriculog who all expressed support of the new software. Faculty Council and AAAC had more questions than others but there was no dissent from either. Stacy indicated that they are at the point of seeking final approval from the Council of Deans and trying to reach a conclusion regarding the funding of $44,000 for the initial software and $8,000 per year for maintenance costs.

Course Schedule Changes ▶ Bill indicated that through conversations with the Provost and Deans at other times, we have made good strides to try to improve utilization of classrooms during peak times, i.e. Monday-Thursday 9:30 a.m. to 2:00 p.m., with 11:00 a.m. to 1:00 p.m. as an extensive demand; however, we still have issues with space, programming, and utilization.

Stacy provided a handout showing the utilization of classroom space for each day of the week and by hours during the day which emphasized what Bill reported. Much discussion took place which included:

- The possibility of encouraging more online classes to curb the appetite of those wanting peak classroom time space was discussed.
- Bill mentioned that parking is an issue as well because everyone wants close proximity parking to their classes whether it be faculty or students.
- A suggestion was made to start with freshmen and schedule more Friday classes to gradually change the culture.
- Another suggestion was that possible incentives should be put in place for willingness to schedule at unpopular times of the day and/or Fridays.
- Only allowing a certain percentage of a department’s courses to be held during prime time was also suggested.

Gerard indicated that the second part of the agenda item grew from a conversation with he and Mary Jo regarding the number of course changes made every semester and how that is becoming problematic. As part of her and Karen’s handout, Stacy noted the graphs that provide an example for Fall 2014 showing 2,322 changes made in just that semester. The graphs detailed the information by cancellation of days,
mode of delivery, and time; based on the type of change per month; and the changes requested by college/school. Stacy provided examples of how the changes make it difficult for students in terms of planning purposes especially if they work or are close to graduation.

The possibility of crafting a proposed policy was discussed; however, deans wanted to first discuss the problem with their faculty and see if they could alleviate some of the problems. There was consensus that a small part of the problem involves staffing of new faculty and/or last minute personnel changes that are necessary. Karen reviewed the registration timeline.

Gerard indicated that once the course schedule goes live, that is an obligation to our students that we need to do everything possible to uphold. The following thoughts were provided:

- There was an excessive amount from one particular unit, far more than others, so more work is going to be done by both the dean and the Registrar’s Office to target which courses are most affected and why.
- The deans were appreciative of the data/graphs because it gives them some basis in which to have discussions with faculty.
- Perhaps having an additional one-year schedule was discussed; however, Karen felt that part of the problem now is that departments are trying to schedule too far out and this would only make it worse.
- Karen pointed out that changing the mode of delivery is an additional problem in that it involves fees.

A decision was made that the Deans will begin conversations with their faculty in January regarding this problem and see if they can each alleviate some of the problem.

Karen and Stacy also indicated that they would like some additional guidelines from the deans to establish a clearer Mix Mode Class Definition. Because there are so many variations of classes, the current definition does not make it clear whether a class should be categorized as mixed mode. Discussion took place and the Council suggested that they work with Deb White and the Extended Learning and Service Committee in crafting a new definition.

Gerard thanked Bill, Karen, and Stacy and they departed the meeting.

The Deans focused their attention back on the cost of Curriculog and how that should be funded. After some discussion the following decisions were made:

**Initial Purchase of $44,000**
- Grad Programs – $10K
- Associate Provost – $10K
- Provost Office – $24K

**Yearly Maintenance Cost of $8,000**
- The Office of the Provost would pay for the yearly Maintenance cost by providing a base transfer rather than a yearly transfer.

**Approval of Minutes from September 25, October 9, October 23, and November 13**

The Minutes of September 25, October 9, October 23, and November 13 were approved as written.

The meeting was adjourned at 4:30 p.m.