

Council of Academic Deans Meeting Summary and Action Items

March 25, 2008

- **Advisor II Positions:** Dr. Ron Brown distributed the proposed job description and GOJA of a new Advisor II position. This position will also perform job duties of a personnel management.
- **PPS 3.01 – Academic Advising Policies (Final Approval):** Dr. Brown stated that a revised copy of the PPS will be distributed to the Deans following his meeting with staff from Human Resources to clarify some issues regarding the new Advisor II title.

Off Agenda: Several of the Deans mentioned that students may be directed to take only 12 hour semester loads, the minimum full time load. The advisors have the capacity to encourage students to take more than the minimum full time load. Dr. Brown will place this item on the next Advisors' meeting.

- **Distribution of Chair's Evaluation by Dean:** Dr. Gene Bourgeois reminded the Deans of each category that should be reviewed when completing the Chair/Director evaluations. PPS 1.10, paragraph 5. b and c. The deans may summarize the evaluation results that are provided to the department's faculty and staff.

Several Deans discussed the publishing of the Dean's evaluation results by the Faculty Senate. In the past, the results were listed in rank order which the Deans believe is not an effective or fair method. Dr. Bill Stone stated that we would ask the Faculty Senate to consider listing the results in alpha order.

The Deans discussed the need to space the time between sending the surveys to the faculty for the Deans and Chairs/Directors evaluation. Dr. Stone stated that the current calendar allows for several weeks between sending the surveys.

Dr. Richard Cheatham suggested that a future Joint CAD/COC/FS agenda item to be the discussion of "Evaluations of administrators – one level above and one below."

Off Agenda

- Dr. Michael Heintze will make sure that clear instructions regarding the new revised class time are sent with the spring 2009 class schedule instructions sent to Deans and Chairs.