

**Council of Academic Deans Meeting
July 22, 2008**

Summary and Action Items

- **Student Learning Outcomes:** The compliance Standard 3.3.1 that addresses Institutional Effectiveness was discussed. Dr. Beth Wuest reviewed the status of the learning outcomes submitted by departments for section (3.3.1.1), Educational programs. A handout was distributed that included key word lists for use in writing learning outcomes, a guide for reviewing student learning outcomes assessment, and examples of methods for assessing these outcomes. Dr. Wuest completed a review of the outcomes for one Department from each College and distributed her assessment/check-off list to the Deans. She stressed that showing continuous improvement is very important. The blank assessment/check-off form was also shared with the Deans for their use as they review their Department's outcomes.

Dr. Wuest suggested that a committee of Associate Deans or other representatives from each College meet to discuss and review issues relating to the student learning outcomes. The Deans will send the names of their college representative(s) to Dr. Wuest. Dr. Wuest will organize the first meeting very soon.

All 2007-08 outcomes must be posted and approved by August 8th. By mid-August, the 2008-09 outcomes and methods will be posted and can be edited until September 30, 2008.

- **New Faculty Orientation:** Dr. Gene Bourgeois announced that the Office of Professional Development will be preparing materials to be distributed to new faculty at their orientation session on August 22, 2008. Deans that have information that they would like distributed to new faculty should provide 125 copies to Ms. Marsha Moore by August 1, 2008. An example of an item to be included in the packets would be a brochure on the Friends of the Fine Arts.

- **New Student Orientation Seat Availability:** Dr. Bourgeois urged the Deans to continue the monitoring of open classes to assure that we have seats available to students attending the New Student Orientations.

Off Agenda:

- **Terminal Degree Policies:** Dr. Bourgeois reminded the Deans to include a list of terminal degrees at the beginning of department or college terminal degree policies.

- **Faculty Hires:** Dr. Bourgeois stressed that the justification to hire adjunct faculty must be sound when the adjunct faculty member has less than the terminal degree.

- **Advising Fee:** Dr. Bourgeois stated that the advising fee and the recent increase were designed to pay for certain expenses. The fee does not cover salary increases.

- **Career Advising:** The GOJAs for Advisors II include some career advising responsibilities as part of their job description. Advisors should work with Career Services to enhance career advising services.

- **Graduate Enrollment:** Dr. Moore reviewed the Graduate College Applications report. He noted the Departments that have an increase in the number of students accepted. He urged all Deans to work on increasing the graduate student enrollments.