

DEAN'S COUNCIL MEETING
Wednesday January 23, 2019
Ag Hall Conference Room
12:00 PM

ATTENDEES

Ron Rosati, Brad Ramsdale, Doug Smith (absent), Meredith Cable, Eric Reed, Brad Ramsdale, Jennifer McConville, Mary Rittenhouse (absent), Barbara Berg, Catherine Hauptman (recorder)

GUEST: Erika Arambula

WELCOME

- Dean Rosati opened the meeting.

MEETING MINUTES

- The meeting minutes were reviewed from 1.09.2019. Meredith Cable moved to approve the minutes as amended, Brad Ramsdale 2nd, minutes were approved as written.

CAMPUS EVENTS

- Erika Arambula, resident life advisor, discussed campus events and having each department be responsible for one each time.
- A handout out with the outline was reviewed during the discussion of how the process would work.
- The Dean's council was in agreement that it's a great plan. Erika will update and take it to staff senate as well as faculty senate then bring the plan back to Dean's council.

EVENTS POLICY/PROCESS

- NCTA is implanting an EMS Web App for scheduling events on campus. This system will allow us to book available space for events, meetings, etc., on campus, allowing NCTA to become more strategic with event policy and processes in order to optimize opportunities while improving efficiencies, effectiveness and customer services.
- There will be access to the event form at: www.nctawoofooexample.edu
- The forms will come to Jennifer and she will distribute where needed. The event planners will still submit these in the EMS system.
 - Off campus events were also discussed.
- This agenda item will continue to be on Dean's council.

HLC UPDATE

- Eric Reed discussed the HLC updates.
- January 13th of 2020 is the deadline for the discussion arguments.
- There are meetings set up in March for further review for criteria one to five.
- Jennifer McConville and Eric Reed will need to meet and focus on federal compliance and assume practices. Faculty credentials and CVs need to all be updated.
- This agenda item will continue to be on Dean's council.

FARM UPDATE

- Meredith Cable discussed the farm and gave the Dean's council updates.
- The woofoo process on how to request animals was reviewed. This process needs to be done prior to using the NCTA farm animals.
- The request for animal use procedure document was reviewed and will be emailed out to all of campus.
- Discussion was made on a tractor loader.

- A loader option on an existing tractor or the option of a newer loader tractor was discussed.
- This will go into more detail with Meredith, Jennifer and Ron meet weekly for farm updates.
- Farm updates will be at each Dean's council meeting from now on.

EVALUATIONS

- The deadline to evaluate staff is February 28th, 2019 on review snap. Goals need to be incorporated into the reviews.
- Faculty and promotion in Rank deadlines were reviewed. We have one Faculty member who is going up for promotion in rank this year.

UPDATED FACULTY WORKLOADS

- Jennifer McConville will have a report on faculty workloads at an upcoming Dean's council. If you haven't sent them to Jennifer yet then please do. Each faculty member should be at 15 credit hours and division chairs can teach less.

SPRING BREAK

- Students have the option to stay during spring break if they have a justified reason such as working, home is far away or any other justified reason. Jennifer McConville will put a request form to stay in dorms in everyone's mailbox so they have the chance to fill it out. There will not be a meal plan for them however. This is the same for fall break too.

RWANDA UPDATE

- Dean Rosati discussed the Rwanda CUSP scholars coming to campus this summer for their experiential learning classes.
- Discussion was made on class structure, length of stay and internships.
- Catherine Hauptman will set up a meeting with our Admission's Coordinator to finalize details with Lincoln and NCTA.

OTHER BUSINESS

- There was no other business at this time.

The meeting was adjourned at 1:10 PM
The next meeting is on Wednesday, February 6th at 12pm