

## DEANS COUNCIL

May 9, 2023

### Minutes

The Deans Council met on Tuesday, May 9 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Li-Wu Chen, Laura Delbrugge, Tammi Dice, Gail Dodge, Ken Fridley, Tim Hackman, Kate Hawkins, Ken Kahn, Bonnie Van Lunen, Suzanne Wright, Robert Wojtowicz, and Dan Zimmerman. The following agenda items were discussed.

1. The April 11, 2023, minutes were approved.
2. Relocation of the Registrar's Office

Austin Agho discussed the relocation of the Registrar's Office to Academic Affairs. The duties of the office align better with the mission of Academic Affairs, including academic support services, graduation applications, course scheduling, and determining application of academic policies. A proactive forward-focused approach is needed to reduce the administrative burden for chairs and directors and clarify roles and responsibilities.

4. Faculty Senate Issue AY22-32-B Proposed Changes to Standard Class Meeting Times

Deans Council members discussed and approved the recommendation from the Faculty Senate for changes to the standard class meeting times after the 3:00-4:15 p.m. timeslot. Currently the next class time begins at 4:20 p.m. For distance learning classes, five minutes between the 3:00-4:15 and 4:20-5:35 (or 4:20-7:00) timeslots is not enough time for the CODECs to start and stop. This is also often not enough time for on-campus students to get to class if they are taking classes in both timeslots. The Council's

recommendation will be forwarded to President Hemphill for approval. If approved, the revised class meeting times will be implemented for spring 2024.

5. Faculty Senate Issue AY22-38-B Proposed Changes to the Policy for Dropping and Withdrawing from Classes

Deans Council members discussed and approved the recommendation from the Faculty Senate for changes to the Policy for Dropping and Withdrawing from Classes. The revisions would change the last day to withdraw from classes of a regular semester from the last day of classes to the end of the twelfth week of classes. Withdrawals after the twelfth week of classes would require approval of the instructor with any appeals going to the department chair.

After the recent change to allow withdrawals until the last day of classes, feedback from some faculty indicated they would have encouraged some students not to withdraw had the student contacted them. Faculty also expressed concern that students could withdraw on the last day of classes and be able to complete the student opinion survey. The

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Council's recommendation will be forwarded to President Hemphill for approval. If the Council's recommendation is approved, the revised class meeting times will be implemented for spring 2024.

8. Faculty Senate Issue AY22-26-G Remote Work Policy for Teaching and Research Faculty

Deans Council members discussed and approved the recommendation from the Faculty Senate for a Remote Work Policy for Teaching and Research Faculty. The policy is needed to provide guidance and procedures for faculty wishing to work remotely. The Council's recommendation will be forwarded to President Hemphill for approval. If approved, the policy will be included in the Faculty Handbook and communicated to faculty when the Handbook is updated. The Deans noted that revisions to the policy may be needed in the future.

9. Faculty Senate Issue AY22-27-G Proposed Changes to the Policy on Faculty Research and Development Assignments

Deans Council members discussed and approved the recommendation from the Faculty Senate for revisions to the policy on Faculty Research and Development Assignments. The changes provide for the option of using adjunct faculty to cover classes of the faculty member on leave. The Council's recommendation will be forwarded to President Hemphill for approval. If approved, the policy will be included in the Faculty Handbook and communicated to faculty when the Handbook is updated. The Deans noted that additional revisions to the policy may be needed in the future.

10. Faculty Senate Issue AY22-24-G part A and B- Proposed Revisions to Guidelines for Named Chairs and Named Professorships

This issue will be discussed at a future meeting.

11. Faculty Senate Issue AY22-36-B RESOLUTION #001 Advancement of Anti-Discrimination Measures Act

This issue will be discussed at a future meeting.

12. Faculty Senate Issue AY22-15-I Expanding the Statement on Academic Freedom in the Faculty Handbook

This issue will be discussed at a future meeting.

13. Faculty Senate Issue AY22-2-A Use of Previous SLO's for Assessment of G and T Course Proposals

This issue will be discussed at a future meeting.

14. 4-VA – Robert Wojtowicz

This topic will be discussed at a future meeting.

15. Announcements

- A. Austin Agho informed the Deans of an update to the leave approval process for faculty. Faculty in the Virginia Sickness and Disability Program (VSDP) only need to submit a leave report when they take sick leave. Thus, department chair approval is only needed when leave is submitted, and chairs will receive a prompt if approval is required. The change will be communicated to deans, chairs and faculty by Human Resources.
- B. Austin Agho noted that there is discussion in the legislature to account for the amount spent on diversity, equity and inclusion. No action is required at this time.
- C. Salary raises and merit increases will be discussed at a future meeting.