

Leadership Minutes

June 15, 2017

Dean's Conference Room

2:30 – 4:30 pm

Attendees: Dr. James Cochran, Dr. Brian Gray, Dr. Jonathon Halbesleben, Dr. Dave Heggem, Dr. Rich Houston, Dr. William Jackson, Dr. James King, Dr. John Mittenthal, Dr. David Mothersbaugh, Dr. Ed Schnee, Dr. Kay Palan, Dr. Kristy Reynolds, and Mrs. Kati Hardemon – serving as recorder.

Dean Palan opened the meeting and asked if there were additional items to be added to the agenda. Two announcements were made by Dean Palan. First, that the search for a Senior Development Officer has been extended and a new listing will be added to the CASE (Council for the Advancement and Support of Education) website to help broaden the search. Second, Dean Palan let the group know that progress has been made in the construction of the fourth floor to add in 3 new office spaces.

1. Daily Registrar Reports –Dr. Dave Heggem informed the group of the Registrar Reports that they have been receiving are the live reports on enrollment in the College. This information is useful for future class planning. Culverhouse's enrollment is up 10% from this time last year.
2. New Corporate Project Procedures – Dr. David Mothersbaugh introduced the new standardized protocol for projects in classrooms that work with external organizations. For most of the College, a "soft-roll" out will occur with an online form to complete, which is the case for most instructors/classes. The more complex classes will we worked out with individual instructors.
3. Timing of P&T Steps – the College is moving the P&T process to an electronic workflow in Digital Measures. The goal is not to change the process of P&T, only to digitize it. The timing of the steps has been adjusted to include more time for the rebuttal processes. In the future feedback from the committee will be submitted in Digital Measures.
4. Grad School Course Scheduling – We are hoping to improve the consistency of scheduling the Graduate school courses. The registrar reports will help to plan for the upcoming needs of the MBA program. Planning would also be easier if we asked students to declare their specializations earlier.
5. New Adjunct Faculty Procedures – It is important that we address that assessment of the adjunct faculty qualifications and how they are entered into Digital Measures so that their qualifications are accurately recorded. Dr. Halbesleben will be working on procedures to evaluate adjuncts before they are hired to teach courses and to more efficiently collect academic qualifications information about adjuncts annually.
6. Summer Funding Policies- The leadership team discussed issues with summer research funding to help better funding between the Department and College. Departments were asked to issue a letter separate from the Dean's Office regarding their funding.
7. Announcements – The College has acquired a golf cart for the VIP guests needing to be moved across campus. We also broke ground the site for the future EDGE property this week.

The meeting was concluded at 4:30 pm.