Dean’s Council  
Tuesday, September 2, 2014,  
10 am – 11:00 pm, SS 203A

Agenda/Notes

- Canvas training this fall for roll-out in spring: A meeting with MR and the Deans and Directors has been set up for Wednesday, September 3, to discuss the plan for rolling out Canvas and other DE related issues.

- Bookstore issues: The bookstore ran out of books for a few courses (i.e. Business 10) and faculty were not notified that books were not available for students. A feedback process that involves the bookstore notifying administrative assistants when the bookstore runs out of books was suggested. KSF spoke with SA regarding the bookstore problems. She will talk to Follett about the need to order more books and who to contact if book inventories are running low.

- Associate faculty office space ideas: Several ideas were offered to accommodate associate faculty meetings with students. Ideas included: separating HU 113 into two offices, using the Science Building conference room, using some of the study rooms in the Library, using cubicles in the Counseling Office suite. KSF will follow-up with RM and SH.

- Communication on summer maintenance work-list and tickets in general: Concern was raised on the level of professionalism in response to ticket requests and the apparent lack of feedback relative to project priorities. SR will start sending LL a monthly summary of the trouble tickets, and he’ll share it with us. He will also talk to his staff about responding to the tickets in a professional manner.

- Senate Retreat Topics: Discussed the opportunity for Transfer and CTE faculty to teach GS courses and potential noncredit courses as an advising tool.

- Toward shifting fulltime faculty from English and math labs: Agreed to not pursue this topic this year.

- Strategy for relocating Math lab space: Agreed to reframe the discussion from relocating the math lab to finding ways to expand and enhance our math lab services to students.

- Program Review—three year planning: Not discussed.

- Using Associate faculty assignment form for Spring Scheduling: Agreed to use Tiffany to send out the associate faculty assignment form for spring scheduling ASAP.

Next meeting: Monday, September 8, 2014, SS 203