

Deans, Directors and Department Chairs

Tuesday, August 13, 2013

9-11 a.m.

121 Borland

Deadlines:

All College Meeting	August 20
College Orientation	August 21
First Day of Classes	August 26

DDD Agenda (9-11 a.m.):

1) Final planning for August 20 College Meeting:

We will introduce all new full-time faculty and staff with picture and brief bio. Part-time faculty will be introduced with all names listed on a slide by B. Korner after all the unit introductions are finished.

Ideas to Korner to include for college update section of the program:

- Strategic Plan
- Raises
- Career Development Professorships
- Accomplishments/Accreditation of Larch
- Healthcare

Please let BOK know if you have any other ideas.

- 2) Healthcare issue: If you are getting individual questions about this, forward them to Dawn Datt. There will be workshops offered in the fall for faculty and staff to attend. Once Dawn receives the dates, she will send them out.
- 3) Restructuring of duties and personnel roles. There will be further consultation with faculty and staff advisory groups regarding some planning for restructuring of duties in the face of impending retirements and future needs that have surfaced in recent months.
- 4) College Committee Assignments:
- a. Schools would like to have a list that organizes common elections for even/odd years as proposed in the new constitution so that elections for

all committees can take place. The dean's office will organize accordingly and get a new list out to people.

- b. The Academic Affairs office (Stoneberg) is planning to set up an administrative committee for academic advisors. Kesler will do so in line with new constitution
- 5) GSI: HR office is working on a memo to send out to faculty and staff giving the details about our raises this year; an advance copy will come to DDD, though we all agreed it's important to have this go out in advance of the August 20 meeting. Raises are for merit and/or to address market and equity issues. Performance evaluations are the basis for increases. Dan Heckman will have worksheets to everyone by the end of this week and include a deadline for response.
- 6) Strategic Planning: Dean Korner is working with some people in Smeal College of Business to help us with this process. Dean Schulz will be providing leadership at the college level for planning process. Units need to establish groups to work on unit strategic plan. A College Strategic Planning Team will be formed during the fall semester; unit teams should provide representation to the college team, if possible. Once Korner gets a report from the consultants from Smeal, she will send out a timeline. We need to consider how to make this a back-and-forth discussion, with some basic goals and/or strategies from college helping drive the unit discussions, instead of just a sequential unit to college to University.

Leaders should feel free to share Dr. Pangborn's strategic plan guidelines with faculty and staff, though each area may wish to do so in the context of the overall process for planning. Our College plan is due to Old Main by July 1, 2014.

- 7) New Endowed Career Professorship: Open to SoVA, Theatre, Music, Art History and Graphic Design. We will send out a template with guidelines and deadline for submitting nominations. The goal will be to keep this simple

#### Upcoming Meetings:

August 27

September 10 (CLC)