Idaho State University

Office of Academic Affairs - Council of Deans

May 31, 2022
10am-noon
Zoom: https://isu.zoom.us/j/81522004560

Important Dates	
● June 13 Provost Martin-Conley's First Day	
● June 14-15 SBOE Meeting in Pocatello	
● July 21 Deans' Only Council Meeting (Thursday)	
● August 1 (9-Noon) & 2 (All Day) - Deans' Retreat	
● August 15 President Welcome (Monday 10am-1:00 pm, Please do not schedule department or college events)	
● August 16 New Faculty Orientation and Reception (Tuesday All day, Please do not schedule department or college events)	
Informational	
● CPI Allocation Letter ● Dean's Lists are available through Argos	
Discussion	

● Annual Evaluation Template
  ○ There will not be a Faculty Success Portal (ending August)- Faculty can use this template Vince created. Please let the Faculty know.
  ○ Faculty can capture their data from Argos - Vince will provide a link. College admins should have access to these reports to help with this (see next agenda item).
  ○ HR is looking into a new process for this (TMS).
	Cindy & Karen

● AA Admin. Point Person (evaluations, petitions, etc)
  ○ Train admins to help with this process (by July).
  ○ Working on a new petition system.
  ○ We need to know who the college point person is and times for training. Please add that to the document (that will be shared) by June 13th.
	Cindy & Karen

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● Provost Martin Conley's Schedule 　○ Please let Cali or Darren know if you would like walking meetings with Valerie or other plans. 　○ She will be visiting everyone but may need some flexibility as other meetings pop-up. 　○ Her schedule will be 9am-5pm (8am-9am prep time).	Darren
● Public Syllabus (NWCCU Concern) 　○ University wide process to make syllabus available before students make decisions on what classes they take. 　○ Can we share the class syllabus as part of the class schedule? or parts of the syllabus? 　○ Students want to know assignment expectations & learning objectives. 　○ Think of some courses in your college that could do this and provide them by June 13th. 　○ We might need wording that gives us some academic freedom to make changes and not add to petitions later. 　○ What other institutions are doing this? What do they do? We need more clarification on this.	Karen & Cindy
● Statistical Support Packages (Data Charter Update) 　○ A survey will be sent out to understand IT services being used right now- get a snapshot and understand what is already being done; What should be improved and what we can use to be more efficient. 　○ Is there software outside of statistics being used? Can we get a group license? 　○ If you have any questions or comments, contact Adam.	Adam
● Class Fee - Change in Procedure (Admin Council Action) 　○ Admin council would like all class fee requests to go through a yearly process (one time) instead of 3 different times in the year. 　○ Will this cause problems for the colleges? Which time in the year would we like to do this? These fees have to be approved before registration.	Cindy
● OER Committee 　○ Keep what we have or create a new committee? Please speak with your representative and either keep them in this committee or provide	Cindy and Karen

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a new name for the committee. ○ Should we have terms for this committee? ○ Keep a participant list, formal invitation, and standard process in Academic Affairs to manage the process better.	