

## ASSOCIATE DEANS MEETING Minutes 1-14-20

**Present:** Bob Houghton, John Gribas, Emma Wood, Tracy Collum, Laura McKenzie, Kathleen Kangas, Cindy Hill, Alan Frantz, Jen Adams, Staci Phelan, Chris Owens, Brooke Buffat

**Excused:** Bob Fisher, Debbie Ronneburg, Mary Lou Dunzig-Gougar, Michele Brumley

**Guests:** Glen Nelson, Jen Steele, Ann Hackert

**Budget:** Glen Nelson and Jen Steele.

- We are in the early stages of developing a new budget process that considers revenue sharing and incentives. The structural deficit is \$6 million; last fall's enrollment shortfall was \$3 million. The 1% holdback is \$800,000. \$3 million in savings was identified for the current year; however, most of this was for one-time expenses. 215 ideas for reducing the deficit have been submitted. This process should be iterative and collaborative.
- Dr. Nelson will have voice over powerpoints that discuss the history of our revenues, which will be available to the entire campus. Open forums have been scheduled.
- Dr. Phelan will assist colleges with enrollment projections.
- Professional fees should be market based; they are another form of differential tuition as they are not a fee for a specific purpose. SBOE is re-writing the tuition and fee policy; the current policy is very restrictive.
- While we need appropriate messaging, it should not be our main focus; we need a realistic plan to reduce the deficit. We are down 23% in credit hour production, have the same size staff, and expenses have gone up.
- Next year's budget will be ready by May 15.

**Three-Year Plan:** Joanne. Timelines and instructions were shared. Access the "2020 Planning Draft Proposed Three Year Plan" on the "shared with me" google drive. Programs slated for implementation in Fall 2021 should get all internal approvals this spring.

**Catalog:** Alan Frantz. We need to be reviewing the catalog now; Alan has received nothing yet. The Registrar will check on the process to make sure items are moving through the system. Edit reviews are due February 21; approver reviews are due February 28; dean approval is due March 2.

**Assessment:** Ann Hackert. Assessment has an email address, [officeas@isu.edu](mailto:officeas@isu.edu). UARC is reevaluating software. New resources will be available on the assessment website. PIE's Syllabi Workshop on February 7 will include course objectives. It's scheduled from 10-noon in the Salmon River Suites.

**Grading policies:** Jen Adams and Brooke Buffat. Jen and Brooke shared two articles that are posted on Moodle. They sought feedback on whether colleges/departments had policies on grading; e.g., if a question was poorly written, should the instructor remove the question from

the exam, give everyone credit, etc? Currently, situations like this are not handled consistently from instructor to instructor. Other units did not have written policies.

**P&T Workshop** is scheduled for February 27 in Pocatello/Meridian/Idaho Falls/zoom and in Meridian on April 16. Announcements will be posted soon.

**Distinguished Faculty nominations** due January 31.