Call to Order – Chair Mayfield called the meeting to order at 3:30pm.

Attendance

ASFC Present: Liz Roth (ART), Janette Steets (BOT), Michael Boyle (CDIS), Barry Lavine (CHEM), Blayne Mayfield (Chair, CS), Rebecca Damron (ENGL), Erik Ekman (FLL), Allen Finchum (GEOG), Jim Puckette for Priyank Jaiswal (GEOL), John Kinder (HIST), Roger Zierau (MATH), Babu Fathepure (MICR), Lori McKinnon (MSC), Jeff Loeffert (MUSI), Apple Igrek (PHIL), Flera Rizatdinova (Secretary, PHYS), Mark Wolfram (POLS), Maureen Sullivan (PSYC), Carla Goad (STAT), Beth Caniglia (SOC), Lloyd Caldwell (TH), Jennifer Shaw (ZOOL)

Absent:

Administration present: Dean Bret Danilowicz

Minutes of the Jan.14 meeting were discussed and approved.

Current agenda: approved with modifications.

Three things were added to “old business” in the agenda:
1. Continued discussion of possible Assistant Deans positions.
2. Evaluation form for Dean’s office personnel.
3. Online course quality metrics.

Reports of Standing Committees:

1) Curriculum Committee – Committee Chair Carla Goad reported that Committee member Judith Cronk from Theater is retiring effective February 10, and they’re seeking her replacement. Carla will meet with Amy Martindale and/or Tom Wikle soon to determine the next tasks for the Committee.

2) Policy and Planning committee – Committee Chair Lavine discussed the College RPT document and suggested that the College RPT Committee should express in their report to the Dean their professional opinion based on the documentation provided for a promotion and tenure decisions.

3) Rules and Procedures Committee: nothing to report

4) Scholarship Committee: nothing to report

Old Business:

1) Evaluation form for Dean’s office personnel: ASFC Chair Mayfield charged the Rules and Procedures Committee with the task to develop a metrics for the Dean’s office performance evaluation. The Dean stressed that he is interested in evaluation of the performance of each area of associate Deans, not of their personalities. He will be using this information to improve the
work of his office. The Dean said that last year their office got only 4 responses, which certainly is not enough to assess the performance of the Dean’s office.

2) **Online course quality metrics:** Chair Mayfield charged the Curriculum Committee with this task. The Dean mentioned that the University does not have any policy at the moment, so the College should create one, and then maybe the University will adopt it. Dean thinks that it will be useful to have a general policy that specifies (a) the requirements to the online courses, (b) metrics for evaluation and (c) people responsible for monitoring the quality of online courses. Examples of metrics for evaluation, discussed by Councilors, included feedback from students, requirement of a syllabus and materials for a course, work with other universities to get their approval of a course and others.

3) **Assistant Dean positions:** Most Councilors reported that their colleagues agreed with or were neutral about the change Amy Martindale’s title from Director” to “Assistant Dean,” although there were a few departments (for example, Integrative Biology) where some faculty are strongly against changing the title. Barry Lavine summarized general concern from reports of councilors: If Amy Martindale would be a faculty member, there would be no problems.

Dean Danilowicz informed the Council that the current Director of Outreach will retire soon, and the Dean is thinking about creating an Assistant Dean of Outreach and Innovation position. He anticipates that the person in this position will hold a half-faculty, half-staff appointment.

**New Business:**

1) **No new business**

2) **Secretary’s Report of ASFC recommendations to the Dean** – nothing to report.

3) **Report from the Dean’s office (presented by Dean Danilowicz):**

   a) College RPT Committee will consider 39 portfolios for the promotion. The Dean emphasized an importance of the careful organization of the documents. Some portfolios are not well organized, which causes a lot of problems for the Committee members. Councilors suggested to organize an online system for such cases, as this will simplify significantly the process of updating documents and reviewing them. Another suggestion was to use a drop-box system, such as the one adopted by the Psychology Department.

   b) The Dean reminded the Council about the CAS budget presentation to the faculty on February 12, from 3.30 to 5 pm.

   c) The Dean announced that the Native American research meeting will be held in our College on February 17.

**Adjournment** – Meeting adjourned at 4:50 pm.