

Deans Council
January 16, 2013

1. **ScholarWorks@SFA** **Linda Reynolds/Greg
Bailey**

Linda Reynolds and Greg Bailey from the Library gave a presentation on ScholarWorks@SFA, which is an institutional repository digital asset to cumulate, preserve, manage, and disseminate information for the university.

This is not limited to published reports, can also upload performances, musical scores etc. This will be discussed further and decided how best to launch on campus. Any questions should be directed to Greg Bailey.

2. **Annual Departmental Assessment Report** **Larry King**

Dr King announced that last year we started using the assessment reports and reminded deans they are due February 1, 2013.

3. **Graduate Assistants** **Mary Nelle Brunson**

Dr Brunson gave an update on graduate assistantships and reported that we have funds each year that are not spent.

Suggested giving deans a spreadsheet listing positions and vacancies etc. Difficult to request new funds when we have unspent money.

Dr. Berry is exploring the possibility of starting a new graduate scholarship program giving a limited number of graduate scholarships a year to supplement the grad assistantships.

4. **Submission of Curriculum Changes in PDF Format**

Dr Berry reported that we received all materials for curriculum

changes, which is a considerable amount of paperwork. He asked for thoughts on having these submitted electronically in future. All deans were in agreement that we should proceed with this.

5. Submission of Tenure and Promotion Files in PDF Format

As with curriculum changes, Dr Berry asked for thoughts on submitting tenure and promotion applications, electronically.

All deans were in agreement to proceed with this.

Dr Berry will investigate on how to proceed and report back.

6. Any Other Business

Kathleen Kennedy Townsend will be on campus February 4th – 7th, and will be presenting a lecture, open to the public. Dr Berry asked the deans if they can find ways in which professors can encourage their students to attend this event, perhaps rewards, such as free 100.

This will be a great opportunity for us, and is part of the Woodrow Wilson Foundation Fellowship.

As soon as the final schedule is available it will be sent to the deans.

7. Any Other Business

- Dr Berry will be advising departments of distribution of computer replacement funds available. Contact for ordering these is Chuck in Purchasing. The Desk Top computer does not include a monitor, you must order that separately. These funds must be spent before year end.
- We had an unexpected retirement this week in the College of Business, Dr. Gunderson and had to cancel classes and have move some students.

