

**Minutes**  
**Dean's Council**  
**College of Education and Human Services**  
**December 12, 2007**

**Present** – Larry Daniel, Marsha Lupi, Claire Torres, Otilia Salmon, John Kemppainen, Sandra Gupton, Cathy O'Farrell, Len Roberson, Jennifer Kane, and Ellie Scheirer

**Call to Order** – The meeting was called to order at 9:34 a.m.

**Minutes** – The minutes of the November 28, 2007, meeting were approved as submitted.

**Announcements** – Marsha Lupi distributed general guidelines for compensating graduate assistants. She will resend the email on *Celebration of Education Day* and remind faculty that the proposals are due on January 7.

Jennifer Kane asked if the students who administer the ISQs could have a drop off box at UNF Hall to make it more convenient for them. Dr. Lupi will contact AA regarding this and the ISQ process.

John Kemppainen will ask for an update on overrides for The Learning Process and Field Lab I.

Claire Torres talked about a request she received from Institutional Research on distance learning education courses. Claire asked the chairs to get back to her on this.

**Budget and Other Updates** – The Dean said that we need to cut an additional 4% in our budgets. We currently have three things on hold:

- 1 – The potential move of Mental Health Counseling to BCOH. This will mean redesigning the space allocated to mental health counseling in the new building.
- 2 - The music education program will most likely be closed down, and the music department will finish up with students currently in the program.
- 3 – A new USPS line to share between the Field Office and Dean's Office.

Provost Workman will meet with President Delaney on the budget cuts. An update will be sent out to deans.

We will be interviewing two candidates for the Director of Development position. One is scheduled for tomorrow and one in early January.

**FAIR System** – Marsha Lupi reported on the FAIR system. Faculty will be responsible for updating their CV on FAIR by the end of May each year. New faculty CVs will be input by department secretaries. Training will be offered to secretaries.

**Summer School and Transient Students** – Marsha Lupi said that the University has decided, contrary to an earlier decision, to accept transient students in the summer term.

**Adjunct Rate for Retirees** – Retirees, who serve as adjuncts, will be paid \$4,500 for a 3 credit hour course. Linda Sciarratta and Dean Daniel will estimate what we need in search costs and retiree costs and send the information to Joann Campbell.

**Space Issues** – Marsha Lupi talked about what departments on campus will move to UNF Hall. There will be more to come on this issue.

**Office Reassignments for Spring Semester** – The offices occupied by faculty retiring at the end of this year can be used at the discretion of the chair. Sue Terrell’s office will be used by ESDE. There will be office assignment challenges for the fall.

**Department Representatives for AA Prerequisite Committee** – Shawn Brayton needs a representative from each department for a prerequisite committee. Jennifer Kane, Otilia Salmon and John Kempainen volunteered. Chairs of FSE and ESDE will recommend representatives to Dr. Lupi.

**Spring Enrollment** – The group reviewed the enrollment spreadsheet for spring. Interns (191) have yet to register. Our targets did not change for spring. Next Monday the group will meet with the Dean to discuss enrollments.

**Status of TCOs** – John Kempainen updated the group on the status of TCOS. Keith Martin has said that the Graduate School can put students in the system as 5-EDL instead of TCO. This means they have submitted an application for graduate study and are in postbac status. They will monitor these students. John and Keith will come up with a formal document on this.

**Summer Assignment Policy** – The collective bargaining agreement on summer faculty assignments is close to what we have in place now in our summer assignment policy. The Dean asked that suggested changes be sent to Joann Campbell. The Dean and Marsha Lupi will meet with Joann on this issue.

**Adjournment** – The meeting adjourned at 10:50 a.m.