



# Idaho State University

## Office of Academic Affairs - Council of Deans

July 5, 2022  
10am-noon

### Priority Information/Announcements

- Meetings Structure
  - No meeting structure changes for three months - Possible changes to come in October Valerie
- Reminder to enter New Faculty Information into the [New Faculty Orientation Planning Roster](#)
  - Standing Agenda Item
  - Please keep adding to this
  - In order for faculty to be added to the new faculty moodle page, they need to be added here. Karen
- College Assessment Coordinators
  - Get this information to Karen so she can let Ann know Karen
- Academic Impressions Contract & New Chair Development
  - AA, Deans, faculty senate, and chairs will have access to this Karen
- New [Department Chairs Names](#)
  - List needs to be updated so we can get resources and information out
  - Please look through and make updates on chairs and program directors for your department. Make sure things are accurate. Karen
- [Non-Academic Unit Review Committee - Action Item](#) Valerie
- Parking passes- make sure new faculty know
  - August 1st deadline

### Important Dates

- [New Student Orientation Schedule](#) Valerie
- July 21 Deans' Only Council Meeting at 9am Valerie
- August 1 (9-noon) & August 2 Deans' Retreat Valerie
- August 15 President Welcome (10-1:00) Valerie
- August 16 New Faculty Orientation and Reception
  - All new faculty, chairs, deans, VP, leadership are invited. Calendar invites will be sent out. Karen
- [2022-2023 Academic Affairs Schedule](#)
  - Class Fee Authorizations will only be done the beginning of November each year but we have one more July 14th coming up.
  - Nov. 2nd- Submit Graduate Catalog Change proposals. Cindy

- Nov. 14th 2nd year faculty evals are due. See linked document for details.
- February Program Health and Sustainability- we are focusing on Quintile 3
- It could be useful to have a fee report with useful information about these fees.

## Discussion

- AA Process for Hiring Paperwork (Letters of Offer)
  - Valerie would like to modify the letter of offer and notification process
  - Karen is working on the workflow of the notification process
  - When Personnel Recommendations (letter of resignation needs to be included) are complete, also send the offer letter after they are signed. Valerie
  - Cali will send out an email with more information.
  - We want to encourage all faculty to meet face-to-face for orientation. We have zoom links to help those who can't attend. Any faculty who want to come are welcome.
  
- Department Chair workshops  
(Planning for AY 22/23 New Dept. Chair Workshops) Karen
  - Karen would like your thoughts on what to include in the workshops and what to call it.
  
- [Enrollment Reporting & AA Strategies to Enhance Enrollment](#) Valerie
  - [Retention Data](#)
  - This is something we would like to prioritize and talk about each meeting.
  - We need to look over the data and be a part of the conversation about enrollment.
  - We need to build a data structure that helps us succeed in decision making.
  - Look over your data and come back to the next meeting to discuss it.