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**Deans' Council Notes**  
**April 10, 2024**  
**10am; KL 430**

**I. AEFIS and Faculty Annual Evaluations (Verastigui)**

- Below are some of the glitches reported while working with the faculty evaluation process.
  - o Some faculty did not upload full CVs, faculty credentials were just typed in. C.V's (not HB version) are required for all colleges.
- Dr. San Miguel recommends that the dean's create an excel spreadsheet to keep a complete list of the evaluations and scores.
- Jessica Verastegui will activate a function within AEFIS to inform the faculty that the evaluation is complete.
- Deans, -if a score is changed you must be consistent and inform the faculty.
- Student comments in student evaluations should be visible. . Jessica will try and see if a file can be uploaded/published for next year.
  - o All documents should be uploaded by faculty at the beginning of the process and then make selections.
- Library faculty will be added to AEFIS for next year's evaluation process.
- College liaisons will meet with Jessica prior to deadlines.
- Overall AEFIS has been successful and there have not been too many glitches. Jessica will work on troubleshooting and be ready for next year.

Interfolio demo – for faculty portfolio is being considered.

**II. Cohort Enrollment Numbers (Maddan)**

Hand out on enrollment report by cohorts was provided.

Advising report provided reflecting registration by College as of April 5.

July 15 is the deadline for summer transitions.

Graduate School – Memo Gonzalez will circulate a list of those faculty designated as the college advisor.

**III. Syllabus Software Training and College Liaisons (SYL) (Maddan)**

A demo for all faculty is scheduled for April 19. An email will be sent to all faculty.

– a pilot program will be implemented this summer and SYL will be required by all faculty beginning Fall 2024. There will also be training available.

Each college will select a liaison – a faculty that will teach during the summer since it will be piloted during the summer.

A recommendation was made to select a full-time administrative associate as an alternate liaison.

College deans are reminded to share this information for the upcoming DEMO with their faculty.

#### **IV. Developmental Education and Math Pathways (Ramirez)**

This is a demand that stems from a state and internal level.

Dr. Ramirez is informing the colleges to be ready and aware of this upcoming change.

Handouts for College Readiness and Success Models (CRSM – 2023)

DEVED LAR – and DEVED MATH list of courses to be implemented fall 2024.

Students who score at the lower end will be required to take a lab and course.

0 credit courses – we need to determine if this will count toward the full-time faculty teaching load or consider hiring adjuncts.

#### **V. Update from Faculty Senate and Colleges**

COED – is reporting establishing a residency to address shortage in special ed and establishing a principal residency.

Interviews for Bilingual assistant professor candidate will be here this week.

CNHS – no updates.. Reported a 98% pass rate.

COAS – searches still going on this week and next. Dr. Mehnaaz Momen has been awarded a Fulbright Fellowship for Fall 2024.

ARSSB – IBC presentation is tonight. Contact Dr. Clarke if anyone is interested in joining the group for dinner.

Grad School – April 1 was the application due date for scholarships, assistantships, fellowships.

Dr. Gonzalez – faculty mentorship program is being developed for non-tenure and tenure-track faculty and will be discussed at the next council meeting.

Dr. Maddan – currently working on curriculum policy and will meet with UCC soon.

Dr. San Miguel – early tenure will pass and the Faculty Senate to vote at the May meeting. Plus, the reclassification for fixed term to tenure-track and add an improvement plan if they score a 2.

#### **VI. Other?**

Dr. Vioria did not attend.

Present Dr. Marcus Ynalvez, in training will be Interim Dean of the College of Arts & Sciences