SCHOOL OF PUBLIC HEALTH-BLOOMINGTON
ACADEMIC COUNCIL
Special Meeting for Assistant Director of Student Services Position
Meeting Minutes
September 5, 2013
Made available to Academic Council 9/13/13; No approval vote taken

Location: PH C013

Members Present: Chair: Rasul Mowatt (RPTS)
Applied Health Science: Lesa Huber, Jon Macy, Laura McCloskey
Environmental Health: Lisa Kamendulis
Epidemiology/Biostatistics: Zhongxue Chen, Shinga Feresu, Juhua Luo
Kinesiology: Georgia Frey, Katie Grove, Choong-Hoon Lim
Recreation, Park, and Tourism Studies: Doug Knapp, Sarah Young

Additional Attendees:
Ex Officio: Executive Associate Dean, Kathy Gilbert
Secretary: Dean’s Staff, Trudy McConnell

I. Approval of Agenda
    K. Grove – Moved to accept agenda
     D. Knapp– 2nd
     In favor – unanimous

II. Open Discussion on Assistant Dean of Student Services Position
   (Speaker List after Introduction of topic by Chair and Executive Associate Dean)

Comments and Discussion Points:
• The Assistant Dean of Student Services would be a coordinator of academic advising.
• The position of Director of Academic Advising has currently not been approved by the Dean to be filled.
• Why is the Assistant Dean of Student Services but not Director of Academic Advising position being funded?
• Is the Director of Diversity and Inclusion position a CEPH requirement?
   This position fills the CEPH requirement.
• How does the Diversity Director position go along with advising since part of advising would facilitate diversity?
   This position would be liaison to admissions office; would hook students up with available resources and would work on how to bring students into the school and how to keep them.
• There was a question about the role of faculty governance within academic advising and not having faculty over academic advising.
Would this Assistant Dean have authority over the Director of Academic Program Administration?

A presentation by the finalists was suggested. The current plan is includes finalists doing a proper interview and making a presentation on their administrative philosophies to assembled faculty, staff, and students. This would be followed by the standard feedback of strengths and weaknesses with the final determination by Dean.

There was a concern over the lack of knowledge expected in advising, diversity and career services for this position.

The position requires the person know about these areas but not doing them.

There was concern over PA positions being considered for this role even though they would be reclassified into a faculty/academic specialist position.

It was recommended that the academic advising responsibility be removed from this position.

The accreditation process with CEPH brought forth an external look into our program. They identified student services as an area of weakness that needed to be dealt with.

Does the Dean’s Office need to justify the filling of this type of an administrative position?

It is not a university requirement nor is there any written policy.

An organizational analysis and objective opinion about the efficiency of the organization was suggested (one suggested after this position has been filled).

The issue of the investment of resources and staff, ratio of staff to faculty, and number of staff in Dean’s office was brought up.

It was stated that AC should not be micromanaging the Dean’ office.

Main points will be compiled and made available to others. Faculty may then choose to come up with actions as a result.

III. Announcements

A. Next AC Meeting – Sept. 13, 2013; 1:15 pm