**RHE Deans Meeting**

**May 1, 2018 | 10:30 a.m. – 3:00pm | Cutler 306**

Attendees: Willan, Howard (late), Klein, Smith, Anderson, Webster, Abraham, Tuck

*10:30 – 3:00 Updates and Discussion Items*

Summer Hours

Tuck shared questions that have arisen on the Chillicothe campus related to summer work hours. The deans discussed the need to have staff scheduled throughout standard business hours, 8:00am-5:00pm. Student workers may provide coverage; however, student workers may not be solely responsible for office coverage. Each campus needs to ensure that student workers are aware of their staff resources.

Sport and Lifestyle Studies

Webster and the deans discussed faculty load options for the SLS program. There is interest in expanded course offerings at the Pickerington Center for SLS. Klein shared that the Lancaster campus has need for additional REC courses for students in the SLS program.

Pickerington Center

Smith and the deans discussed how the community college partnership efforts have negatively impacted enrollments at the Pickerington Center.

RHE Study Committee

Willan and the deans discussed the initial meetings on each regional campus with the co-chairs of the RHE Study Committee. A summary of the notes from the meetings will be distributed on May 1 to the system. The full committee meets for the first time on May 7, 2018.

UCC Decisions

Smith asked questions related to program review decisions, program revisions, and new course proposal rejections. Tuck and Willan reviewed the various UCC processes with the deans.

Issues with Clearances

Smith and Klein shared a recent issue with a course clearance.

COIL

Webster reminded the deans that a COIL faculty learning community is planned for next year. There are 10 faculty who have applied and been accepted: 8 Athens and 2 RHE. The learning community model will replace the COIL faculty fellows approach.

Scholarship Thank You Letters

Willan met with the OHIO Foundation office about the ability to ask students to write thank you letters for scholarship awards. Students may be encouraged but not required to write thank you notes.

RHE Tuition Guarantee Proposal

Howard shared an update on the RHE Tuition Guarantee Proposal. Howard and Willan are reviewing persistence data, which will accompany the proposal to ODHE for final review. Additional information from IR is pending. The internal goal for submitting the proposal to ODHE is mid-May. Abraham shared concerns with the timing of the proposal and new student orientations. Although ODHE still needs to provide final approval, they have indicated general support for the approach.

ERIP

Howard reviewed the ERIP costs with the deans.

Budget Planning

Howard shared that each campus is scheduled to review budget targets for FY19 and FY20.

Enrollment

Willan and Howard shared that current fall 2018 enrollments suggest a decline in FTE. The deans should review the enrollment to date information as it is provided.

Bobcat Buy Preferred Vendors

As a result of state mandate, a string of emails from the procurement office recently reinforced the requirement to use the preferred vendors noted in Bobcat Buy. Any requests for an exception for vendor selection must be reviewed and approved by Howard; all exceptions will be reported to the OHIO Board of Trustees. There will be additional vendors added that tie into statewide contracts. Additionally, there will be a printable document added to the OIT site that has a barcode for use at Lowe’s, which supports the existing state contract. Howard confirmed that books can still be purchased through Amazon; however, Amazon is not approved for other purchases. Howard reminded the deans that AllTour is still the preferred travel vendor.

IT – Skype for Business

Howard reminded the deans that Skype for Business is available; however, there is a new video conferencing option available: Teams. Klein shared that Teams offers features similar to both Slack and Zoom: team project tool plus video conferencing.

Merit Pool

The deans discussed the merit pool. Howard noted that the merit pool deadline will be the end of May. Willan reminded the deans that the last two years should be considered in the merit process. Documents will be provided to the campuses as soon as they are available.

*2:00 – 3:00pm Chris Ament and Andria Williams, IT – Box to OneDrive Transition*

Chris Ament shared information about why the university is moving from Box to OneDrive. Additional services through Office 365 will also become available: Groups and Teams. Andria Williams shared the process that OIT is using to migrate files from Box to OneDrive, including the quality control processes. The migration process will include content and permission settings, where there is parity for OHIO users. OIT can provide an audit log for the transition. RHE files will transition during June 2018. All university Box folders will be transitioned by August. Andria shared some use data with the deans. Workshops will be available before the transition and training will be available after the file transition process. The workshop will be an OULN option, but the trainings will be in person. Files in Box will become “read only” as of July 2 for all RHE users.

Klein asked if there is an update on the status of moving academic program approvals from OCEAN 1.9 to OCEAN 2.0. Williams promised to follow up and report to Howard.

Tuck and Smith shared issues using the “fax” feature on the ComDoc machines. Ament will investigate and follow up.

Ament shared that scanned/emailed documents from the ComDoc machines are now using encryption protocols.

Other

Howard shared with the deans that, per state law, vacation cannot be used to extend staff departure timeframe. For example: if someone’s “last day” at work is May 1, they cannot take vacation for two weeks to extend their departure timeframe to May 15.

Anderson shared an update on print-based inquiries. Posters with inquiry cards were sent to select U.S. prison facilities on March 3, 2018. During April 2018, 410 inquiry cards were received.

Willan asked each campus to forward the name of a faculty member who can serve on the RHE faculty conference planning committee.

*3:00 Adjourn*

Upcoming Events:

May 5 Commencement

May 10 Inter University Council Regional Deans Meeting

May 28 Memorial Day Celebrated

June 5 Deans Council Meeting

June 5 RHE Deans Meeting

June 8 Foundation Board Meeting

June 10-11 RBCA

June 19 Deans Council and Executive Staff Meeting

June 19 RHE Deans Meeting

June 21-22 Board of Trustees Meeting at Chillicothe