**Faculty Council**

**Meeting Minutes**

**October 4, 2011**

**Present**: Tuajuanda Jordan, Dean of the College; Jane Hunter, Associate Dean of the College; Janet Davidson, associate professor of psychology; Keith Dede, associate professor of Chinese; Jim Proctor, professor of environmental studies; and Terri Banasek, executive assistant and recorder.

**Excused**: Ken Clifton, associate professor of biology

**Agenda Items**

1. The minutes of the September 22 meeting were approved.
2. Faculty Council discussed the Business 4E Task Force Report.
3. Faculty Council discussed Dean Jordan’s plan to add a second associate dean to the staff of the dean’s office.
4. Capital equipment/project requests: Associate Dean Hunter explained how the capital equipment and project requests are ranked for prioritization. Scores are sent by Faculty Council members to Ms. Banasek, and she averages them. The scoring rubric will be sent to Faculty Council members for referral in ranking the requests. Ms. Banasek will send the link to the Webdisk folder by October 14 with updated scoring sheet to Faculty Council members. Associate Dean Hunter explained the entire approval process. Faculty Council’s input carries considerable weight. Larry Atchison usually has some projects that he feels are important that Faculty Council should review. Ms. Banasek will add those to the capital project list.
5. Ms. Banasek will send a reminder about Savage Award nominations – the deadline is October 7. She will pull up nominations from previous years as well.
6. It was reported that first-year retention this last year was great, but we lost a little ground for sophomores. This is discussion about the sequencing in signing up for classes, moving sophomores a little up in the rotation.
7. The meeting was adjourned at 3:15 p.m.

Next meeting: Thursday, October 20, 1:15-2:45 p.m.