Minutes  
DEANS’ COUNCIL  
December 7, 2011

**PRESENT:**
President Ann Millner  
Provost Michael Vaughan  
Bruce Bowen  
Ryan Thomas  
David Ferro  
Clayton Anderson for Bruce Davis  
Faculty Senate Chair Colleen Garside  
Frank Harrold  
David Matty  
Madonne Miner  
Jack Rasmussen  
Yasmen Simonian  
Jan Winniford

**GUESTS:**
Chris Millard  
Andrea Grover  
Bret Ellis

The meeting convened at 2:00 P.M.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Details</th>
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<tbody>
<tr>
<td>Redistribution in OSP</td>
<td>Chris Millard informed the deans the workload has been redistributed among the three sponsored project administrators. Each college has an administrator assigned who will work with each project “cradle to grave.”</td>
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<tr>
<td>Secure Computing</td>
<td>Andrea Grover &amp; Bret Ellis updated the deans on information security on campus.</td>
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<td>Standard and Data Security</td>
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<tr>
<td>PPM 4-9a Course Syllabus</td>
<td>Provost Vaughan discussed PPM 4-9a Course Syllabus. The Faculty Senate is reviewing the current policy on course syllabi.</td>
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<tr>
<td>Guidelines for Post Tenure Review</td>
<td>Provost Vaughan distributed guidelines for post tenure review.</td>
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<tr>
<td>Canceling E-courses</td>
<td>Provost Vaughan discussed canceling e-classes if the campus is closed.</td>
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<td>Class Cancel vs. Campus Closure</td>
<td>Bruce Bowen provided information on the different services that are open when classes are canceled vs. when campus is closed.</td>
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