

**Associate Deans Council**  
**May 23, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Wes Ammon, Jeremy Baham, Tracey Baham, Shelby Balias, Royce Bowden, Linda Buehler, Karen Coats, Walter Diehl, Greg Dunaway, Randy Follett, Becky Gardner, Julia Hodges, Rick Kaminski, Dinetta Karriem, Scott Maynard, Elton Moore, Lynda Moore, Linda Morse, Mike Rackley, Kevin Rogers, Walter Taylor.

Peter Ryan called the meeting to order at 1:30 p.m. in 611 Allen Hall.

**1. Consideration of the minutes.**

Randy Follett made the motion and Rick Kaminski seconded to approve the minutes of May 9, 2012. Greg Dunaway asked for clarification under Chair's Report regarding a new member on the subcommittee. After discussion, the motion was approved with no corrections.

**2. Announcements.**

- Peter Ryan welcomed Linda Buehler who will be serving as co-interim Registrar with Lynn Reinschmiedt beginning on July 1, 2012.
- Peter Ryan reported on the email from President Keenum with the news of merit raises effective on July 1, 2012. The official guidelines for raise allocations will be forthcoming from the Provost.
- Mike Rackley reminded the council of the session today, May 23 at 3:30 p.m. in Room 100, McCool Hall. The presentation will be led by Wayne Bland for awareness of the Accountability and Transparency Act for public access to expenditures of university funds.
- Mike Rackley also invited Deans, Associate Deans, Directors, and Department Heads to attend one of the three sessions that will be presented by ITS for a preview of the new electronic document routing and approval system for the application of leave forms. The sessions will be held on May 31, June 8, and June 12 in Rogers Auditorium, Room 100 McCool Hall. An email will be sent out with information regarding these sessions.
- Jeffrey Baham reported that the Dean of Students' office has moved to the YMCA building, room 102.
- Linda Buehler noted appreciation to all who participated and assisted with commencement exercises.
- Linda Morse handed out copies of the Maroon Edition book, *Unbowed*, to council members and noted that copies were given to IHL Board Members last week by Jerry Gilbert. There are plans for the Kenyan Ambassador to visit campus during October, 2012.

**3. Academic Administrators' Training.**

Peter Ryan gave a brief overview of the academic administrators training that will be led by Julia Hodges. The training sessions will be targeted to help newly appointed administrators within the last 12 months but will be open to all administrators. The training sessions will begin in mid-July, 2012.

- Julia Hodges reported that academic administrators can choose which sessions to attend. The topics will be approached from the viewpoint of an academic administrator.
- A handout of the Academic Administrators Training Schedule – Tentative - 2012 was distributed. The sessions will be held in 339 McCool, Thursday 3:00 – 5:00, July 19 – October 25.
- Human Resources Management has provided names of new appointments of department heads, associate deans, and deans, and at this time there will no registration required for the sessions. An email will be sent out during the summer requesting a reply of interest so that proper space can be arranged.

- Julia Hodges noted that although these sessions are targeted at new appointments, but aspiring administrators will not be turned away if there is enough space. She further noted that there is a leadership program led by Ray Vaughan specifically for aspiring administrators.
- Julia Hodges asked that the training information be shared with department heads. A PDF file of the schedule will be sent to the council.

**4. Chair's Report.** None

**5. AOPs**

AOP 13.13 Leave Policies

- i. Peter Ryan asked Associate Deans to please remind their faculty to fill out the appropriate forms for approval when taking leave time.
- ii. After further discussion regarding questions about the flexibility of leave time, Peter Ryan stated that he would contact Human Resources Management for better clarification of the guidelines.
- iii. The policy was approved with one minor edit. The policy will be forwarded to Deans Council for further consideration.

**6. New Business.**

- Peter Ryan stated that Transfer Orientation will be held on May 24. He further stated that the issue is being addressed for compensation of faculty and/or professional staff who advise during orientation outside their normal contract.
- There have been some concerns in regards to the format changes in the transfer orientation sessions and the lack of emphasis on academics during these sessions.
- Peter Ryan stated that he, Jerry Gilbert, and Greg Dunaway will meet with Phil Bonfanti, and Bill Kibler to explore concerns and to reinforce the significance of the orientation process and the importance of academic advising.
- Greg Dunaway expressed concerns of the language in an email that was sent out with the statement to get rid of meetings with academic officials. He also noted the lack of communication between Student Affairs and the academic units of any changes to the orientation sessions.
- Shelby Balias stated that students have complained in the past to the Student Association that there was not enough time for interaction during academic official meetings. Students and parents have expressed the need for more time to ask questions about the information received, especially about the registration process.
- Rick Kaminski stated that Forest Products' orientation sessions encourage students to maintain good grades, get experience for their resume, and to engage in campus activities.
- There was further discussion that students may not be getting the necessary information during the one or two day sessions and that none of the changes have expanded the time for registration. The decisions are being made without recommendations from the academic units.
- Peter Ryan asked that any issues or feedback be shared for continuation of better communication with student affairs regarding the student orientation sessions.

**The meeting was adjourned at 2:28 p.m.**