

Associate Deans Council
July 25, 2012
Meeting Minutes

Present: Peter Ryan (Chair), Wes Ammon, Jeremy Baham, Donny Banerjee, Royce Bowden, Linda Buehler, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, Nancy Fultz, Becky Gardner, Julia Hodges, Rick Kaminski, Dinette Karriem, David Lewis, Patricia Matthes, Scott Maynard, Lynda Moore, Mike Rackley, Lynn Reinschmiedt, Kevin Rogers, James Scheiner, Steve Taylor, Walter Taylor, Rick Travis.

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

1. Consideration of the minutes.

Jim Scheiner made the motion and Kevin Rogers seconded to approve the minutes of July 11, 2012. The motion was approved unanimously with the noted correction under Announcements – the College of Architecture, Art & Design.

2. Announcements.

- Peter Ryan announced that New Faculty Orientation will be held on Tuesday, August 14, 2012 in the Grisham Room, Library followed by a reception at the President's home. He noted that there will be a schedule of events for new faculty throughout the fall semester such as a bus tour in September. He asked that new faculty be encouraged to participate in these events which will also provide them with the opportunity to meet colleagues across campus.
- Peter Ryan reported that the Dean of the Graduate School has asked for assistance to provide additional personnel to help with the upcoming Graduate Teaching Assistant Orientation sessions. He encouraged colleges to respond to the request to assist with the workshops that have an approximate enrollment of 200 students.
- Peter Ryan reported on the SACS review sessions and asked for thoughts or suggestions for a more effective way other than email to ensure that the university meets the SACS requirements to effectively disseminate information in regards to policy to faculty, staff, and students.
- Linda Morse reported on the Preparing Future Faculty Program (PFF) and asked for assistance to encourage students to apply for the program. She noted that more information can be found on the Office of the Graduate School's website.
- Julia Hodges reported on the success of the Academic Administrators Training sessions. The first session included attendance from department heads, associate deans, and deans.

3. Chair's Report. None

4. AOPs

AOP 13.09 Credentials for Teaching

- Lynn Reinschmiedt, Interim Co-Registrar asked that the recently revised and approved policy be reviewed to ensure that changes to the assignments of instructor of record cannot be made after the 10th day of class without approval. The Registrar's Office will send out reports on the 5th day and the 10th day of class notifying deans, associate deans, and department heads of course sections without instructors of record.
- There was further discussion of Standard Faculty Credentials for Teaching with suggested revisions for clarification.
- Tim Chamblee will correct the language for Standard Faculty Credentials for Teaching and add edits to Instructor of Record. The revised document will be sent to the Associate Deans Council for feedback and then forwarded to Deans Council for further consideration.

5. New Business.

- Linda Buehler, Interim Co-Registrar distributed the updated version of the 2012 Fall Academic Calendar with revisions at the request of the Provost to extend the period to allow students to apply for graduation. The extension periods after the first deadline of October 12 will result in late charges that will increase with each deadline period.
- Wes Ammon asked that the date for the beginning of classes for the spring 2013 be reviewed. He suggested that more time will be needed for student advising between the end of winter holidays on January 3 and the beginning of classes on January 7, 2013. Peter Ryan will present the request to the Provost for review.

The meeting was adjourned at 2:55 p.m.