

**Associate Deans Council Meeting
January 27, 2010**

Present: Jerome A. Gilbert, chair, Georgia McCulloch (for Wes Ammon), Mark Binkley, Thomas Bourgeois, David Breaux, David Bridges, Tim Chamblee, Robert Cooper, Diane Daniels, Louis Dawkins, Walter Diehl, Julie Fulgham, Paul Grimes, Lisa Harris, Halston Hales, Rick Kaminski, Dinetta Karriem, David Lewis, Harry Llull, Scott Maynard, Nancy McCarley, William Person, Mike Rackley, Donna Reese, Lynn Reinschmiedt, Peter Ryan, and Butch Stokes. **Other Present:** Mitzy Johnson and Lou D'Abramo

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

1. Consideration of the minutes:

The minutes of the December 9, 2009 meeting were approved with no changes.

2. Chairs Report:

- Dr. Gilbert announced that in accordance with IHL and the Fire Marshall, we will begin having fire drills on campus. The first ones will be conducted while students are not in class, possibly at Spring break. We will begin having them next year while students are in class.
- Dr. Keenum has empowered three persons to sign documents representing the University: Don Buffum, Marc McGee, and himself. If a person other than one of these three sign, that person could be held personally liable for the contract.

3. Time Limit Proposal:

Julie Fulgham handed out the survey responses to the different colleges. She stated that in accordance with IRB policy, the information for specific departments cannot be published. However, we did get permission to publish "where are they going after graduation" for the whole university.

4. Time Limit Proposal:

Dr. D'Abramo distributed the Proposed Revision to Policy in Time Limits for Graduate Degrees document. It was mentioned that a number of faculty have expressed concern for extension of the length for graduate degrees. The council agreed to read over the document and discuss it at a later meeting.

5. Distance Learning Final Exam Policy:

Dr. Gilbert discussed establishing guidelines for distance exams. Because these are distance students, the dates should be flexible. Butch Stokes and Dr. Binkley are working on this. Dr. Ryan volunteered to help with this task.

6. Other Business:

- Dr. Ryan mentioned that he is aware of faculty members referring students to outside sources for book purchases. These items should be purchased from Barnes and Nobles per the University contract.
- Dr. Kaminski requested information regarding copyright laws on campus for classroom materials. Harry Llull mentioned inviting Brad Brazzeal and Stephen Cunetto to the next ADC meeting.