

**Associate Deans Council Meeting
August 11, 2010**

Present: Peter L. Ryan, chair, Wes Ammon, Mark Binkley, David Breaux, Tim Chamblee, Robert Cooper, Walter Diehl, Randy Follett, Paul Grimes, Gary Jackson, Mitzy Johnson, Rick Kaminiski, Dinetta Karriem, David Lewis, Harry Llull, Patricia Matthes, Scott Maynard, Bill Person, Mike Rackley, Butch Stokes and Robert West. **Others:** Rhett Hobart

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

1. Consideration of the minutes:

The minutes from the July 21, 2010 meeting were approved with a change.

- Rick Kaminski- will step down as Associate Dean for CFR. He will be returning to a full-time faculty position sometime in the future yet to be determined.

2. Chair's Report:

- Dr. Ryan announced that Dr. April Heiselt has received a federally funded grant to study underage and binge drinking. She would like to get the message out across campus. If your department has an event that could incorporate this, please contact Dr. Heiselt.
- Don Zant sent a list of expiring AOP's to our office. We will be reviewing them over the next several ADC meetings.
- There is some concern over faculty/staff/students that are traveling outside the United States where travel warnings have been issued. After consulting with General Counsel, the International Travel form has been revised. The traveler must sign a waiver before traveling.
- Dr. Ryan stated that the faculty offer letter on-line is being revised. Dr. Shaw and Dr. Vaughn are working on the language regarding the start-up funds.
- Dr. Ryan gave an overview of the meeting with Deans and Department Heads. He stated they discussed the economy, fall semester, AOP's, the budget, and the benchmarking process. Joan Lucas attended the meeting to discuss rehire of retirees.

3. New Faculty Orientation:

New faculty orientation was held on August 9th in the John Grisham Room in the Mitchell Memorial Library. Thirty three new faculty attended the one-day orientation session. A reception was held afterwards at the President's home. Twenty five new faculty attended the reception.

4. AOP's:

- 1.21 **Post Tenure Review Policy**-Approved with minor edits. Document will be forwarded to next Deans Council meeting.
- 1.23 **Social Security Number Usage**-Mike Rackley will present document at the next Information Security Committee meeting.

- 12.10 **Recognition of Undergraduate Academic Achievement-**
Approved with no edits. Document will be forwarded to next Deans Council meeting.
- 12.23 **Cooperative Education Program-**Dr. Maynard suggested changes to the document. Changes were approved. Document will be forwarded to the next Deans Council meeting.
- 12.36 **Repeat Policy-**Approved with minor edits. Document will be presented at next Deans Council meeting.

5. Other Business:

- Butch Stokes handed out an “unofficial” enrollment snapshot. Refer to handout.
- Butch Stokes mentioned forming a select committee from Colleges to discuss master schedule issues (rules regarding classrooms).