

**Associate Deans Council Minutes**  
**April , 2007**

Present: Jerome A Gilbert, Chair; Wes Ammon, David Bridges, Louis Capella, Diane Daniels, Luther Epting, Jane Greenwood, Lisa Harris, Sue Minchew, Gary Myers, Forest Sparks for Bill Person, Ruth Prescott, June Schmidt, Butch Stokes, Donna Reese, Mike White

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

1. Consideration of the Minutes:

The minutes of April 11, 2007 meeting were approved as submitted.

2. Chairperson's Report:

- The reception to honor distinguished faculty will be April 26<sup>th</sup> in the Grisham room of the library. All colleges should have been notified of this.
- If your department or college has a faculty member that is interested in the "War on Hunger" that Dr. Briley spoke about, please get their contact information to Dr. Gilbert.
- The yellow budget sheets have arrived in our office. They should be ready to go out tomorrow.
- The graduate stipends that were funded last year on soft money have been funded for this fiscal year with hard money.

3. Financial Aid Issues: Bruce Crain

Financial aid would like the Associate Deans input/advice on a probationary period policy for students. Students in a probationary period will have to sign a form and put in place a semester standard, a progression. To make sure the process has integrity, they need to take classes that will count toward their degree. We would produce a statement of understanding and a grid where students put in the classes they plan to take. A University official would sign off on the classes. Appeals could and would still happen. This would help students that have had one bad semester. Students would not go through the appeals process if we make this change. Mr. Craine will allow academic departments to determine if classes are sufficient. The downside is that in the fall, The federal government requires satisfactory academic progress in order to be eligible to receive aid. Students are monitored in a qualitative and a quantitative manner. Graduation is required within a certain amount of time. Federal rules require schools to monitor students and the office of financial aid does that at least once a year. If we give a probationary period to students, it will help those that need more than a semester to get them out of the hole they're in.

Dr. Cade Smith and Dr. Carskadon gave a brief update on the Day One Freshman Experience program. Day One is a freshman leadership learning community. The

goal is to help increase awareness of service learning activities. As you're developing and recruiting students please keep this program in mind. All students in the program will be housed in Cresswell hall. They will live together, and take two courses together including one core curriculum class. The Young Guns program is a Summer Leadership Camp for high school juniors. There will be four one week sessions with 50 students per week of the program. They ask that Associate Deans identify at least one person in each college that is willing to participate in the Young Guns program. Dr. Gilbert will email a contact name to Dr. Cade Smith. This contact person would have a table and give a five minute talk about their particular college.

5. Campus visits to academic departments by perspective students

Phil Bonfante spoke about some of the conflicts that Admissions is having with prospective students trying to visit the campus. They like to offer a private tour of campus and an opportunity to meet with an academic professor in a field that the student is interested in majoring in. This is a very important program and demand has increased. They are receiving 40 to 50 calls a day. They would like to set up a fixed time that someone is available in each college/department so that they don't have to set up each individual visit. A discussion ensued concerning whether or not this would work for certain colleges.

6. AOP's for Action: AOP 11.06 – Changes in Academic Major and College/School

This policy is up for review as part of the normal cycle. Review time is changed from every five years to every four years and the next year for review will be 2011. This policy was approved as submitted and is ready for presentation at Deans Council.

AOP 12.09 – Class Attendance and Reporting Absences

This policy is back up for review after being at the Faculty Senate for some time. A discussion ensued over whether or not freshman absences should be reported, must be reported or simply "are" reported. Mike White asked to be marked as opposed to changing the AOP from "must" be reported. The policy was tabled and will be brought back up for discussion and at a meeting in the near future.

7. Other Business

- Ruth Prescott mentioned the two new policies that have been passed regarding criminal background checks and alcohol and drug testing for new hires. There will also be a random test pool for current employees. These policies were not discussed in Academic Affairs prior to their taking effect. Individual units will pay for the tests. A suggestion was made to bring Judy Spencer and Ann Bell of HRM to the next Associate Deans Council to discuss these policies further.
- Luther Epting asked who the Career Center directs questions about the leadership minor. Dr. Tom Carskadon is the person who can answer such questions.

The meeting was adjourned.

Associate Deans Council

April 11, 2007

Page 3