

Associate Deans Council Minutes
May 24, 2006

Present: Jerome A Gilbert, Chair; Lyla Garner (for Mark Binkley), Diane Daniels, Mike Mathews (for Luther Epting), Jane Greenwood, Sue Minchew, Dan Hollingsworth, Dinetta Karriem, Harry Llull, Gary Myers, Forest Sparks (for Bill Person), Lynn Reinschmiedt, Sharon Nobles (for Butch Stokes), Donna Reese, and 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 the April 12, 2006 meeting will be considered at the next meeting.

2. Chairperson's Report:

- The budget process has been completed and the budgets have been delivered to the central office. Dr. Gilbert believes faculty raises will average between 5 and 6%.
- Summer School information (course allocations, faculty that are teaching, and number of students in the courses) should be turned in to Academic Affairs the first week in June.
- New Faculty Orientation is scheduled for Tuesday and Wednesday (August 15 and 16). This will begin at 1:00 PM on August 15, with reception at 5:00 PM and will include anyone who began work after August 16, 2005 and anyone who will be employed next year - - with the program on the first day primarily geared toward the tenure track faculty.
- Dr. Gilbert encouraged people to get their new ID card made prior to the fall semester rush.

3. Maymester

Dr. Gilbert distributed a draft calendar for the Maymester, 2007. This will begin on May 11, 2007, with classes six days a week and finals on May 31. Then the first term of Summer School will begin on June 4. All Maymester classes will meet for 2.5 hours a day, with a minimum of 15 students in each class. If you teach a class in Summer School, and it is a non-lab-based course, you can teach this in the Maymester. If classes are not already taught in Summer School, they must be approved by the UCCC.

4. Orientation 2006 – John Dickerson

Dr. Gilbert began by leading a discussion concerning the signing of FERPA rights by the students. Dr. Gilbert and twelve Grisham Master Teachers will meet with students to talk about academics and areas of interest. There was discussion concerning the FERPA release (grades twice a year, financial records, parental involvement). John Dickerson distributed a June 2006 calendar with dates for

upcoming orientation sessions (freshmen and transfer). The Command Center will operate from the Registrar's Office as was done last year. Please let Dickerson's office know where advisors will be, in order for students to be directed appropriately. If at all possible, students should not leave without scheduling classes. All scheduling is done on the morning of the second day of orientation. We do plan to run the prerequisite check as we have done in the past.

5. Other Business

- President Foglesong is leading a planning process and talking about retention, graduation rates, and enrollment. He likes the enrollment incentive plan that Dr. Rabideau proposed.

The meeting was adjourned.