

Associate Deans Council Minutes
July 12, 2006

Present: Jerome A Gilbert, Chair; Wes Ammon, Keith Belli, Mark Binkley, Dave Boles, David Bridges, Louis Capella, Robert Cooper, Diane Daniels, Luther Epting, Julie Fulgham, David Lewis for Jane Greenwood, Lisa Harris, Clyde Herring, Dinetta Karriem, Harry Llull, Gary Myers, Forest Sparks for Bill Person, Ruth Prescott, Mike Rackley, Nancy Reichert, Lynn Reinschmiedt, June Schmidt, 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 June 28, 2006 meeting were approved as submitted.
2. Chairperson's Report:
 - The "Bottoms Up" review is well under way. We anticipate the release of the plan in August that will reflect the recommendations of the committee.
 - New Faculty Orientation begins August 15th at 1:00 at the Hunter Henry Center. The Provost's office sent out an email asking departments to send information on their new faculty. Please make sure that all new faculty are included.
 - The Drill will be held on August 17th at 4:30. The Deans will be carrying in the flags for their colleges, just as they did last year.
 - Game Day- At the last Associate Deans Council meeting Bill Broyles discussed the plans for Game Day. So far, one tent has been committed for the October 28th football game. This means there are thirteen more opportunities for tents. Dr. Gilbert is the coordinator for academic departments that want a tent. As of today, the price to rent a tent is around \$1300 per game.
 - Dr. Rabideau is reviewing the schedule of classes. We are looking at a software package to help coordinate needs of different courses to specific classrooms. Some departments have invested significant amounts of money in individual classrooms.
 - The graduate student stipends are almost complete. The transfer of monies will take place tomorrow. The amount that each department sent us on their spreadsheet will show on the budget for each individual line.
 - Promotion and Tenure forms are a little different this year. Please note that there is now a summary listing of all required documentation. The Provost's office has updated their website and the Word version of the P&T document was left off. This has been sent out through email and the webpage will be updated to show both a pdf and Word version.

3. Academic Operating Policy:

AOP 12.20 - Academic Forgiveness

- This AOP was revised to change the number of credit hours allowed for academic forgiveness from six to eight. The words “under this policy” were added to numbers 7 and 8. The review cycle was changed to every four years. Academic forgiveness was originally allowed for eight hours, then the policy was changed to six. We have had a number of students request the policy be changed back to eight hours. A discussion ensued about electronic workflow and whether or not an advisor had to sign a form for academic forgiveness. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

AOP 13.23 – Faculty Workload

- This AOP was tabled at the June 28th, 2006 Associate Deans Council meeting. A motion was made and seconded to bring this AOP back up for review. After some discussion, it was decided that this AOP needs to be revised and rewritten for clarity. There was a motion to table this AOP a second time. Motion was approved.

4. AOP’s for Review:

AOP 13.05 – Faculty Grievance and OP 03.03 – Harassment Policy

- Dr. Gilbert asked that the council review these policies for the next meeting.

5. Other Business:

- Lisa Harris stated that “Moving Day” is August 12th. This is a Saturday. Student Affairs is looking for people to help move students in. There will be a BBQ at the Sanderson Center that evening for everyone involved. Dog Days are being extended to two weeks.
- Mike White- the Appalachian Leadership program is going well. Cade Smith has been hired to head this up.
- Mike Rackley- ITS is considering charging a fee of \$250 per course for faculty that delete information from Web CT. This would be only in the case of human error. Web CT is changing to Blackboard, as they were bought out.
- Dr. Gilbert stated that the Provost’s office is considering punitive action for units that do not have assessments. A letter will go in the file of the unit head as this is a serious matter.

The meeting was adjourned.