

**ASSOCIATE DEANS COUNCIL
FEBRUARY 12, 2003**

Members Present: George Rent (chair), Louis Capella, Diane Daniels, Luther Epting, Julie Fulgham, Dinetta Karriem, Bruce Leopold for Bob Karr, Ruby Licon, Linda Morse, Gary Myers, Debbie Pepper, Mike Rackley, Lynn Reinschmiedt, June Schmidt, Traci Mongeon for Butch Stokes, Jack White, and Mike White.

1. The minutes from the January 8, 2003 meeting were approved as circulated.
2. Chairperson's Report – George Rent
 - The SACS site visit is scheduled for April 5-10. The chair of the team, Dr. Laura Lindsay, has visited campus. Dr. Lindsay is interim provost at LSU. She told us what the expectations and team needs are. The self-study report is now at the press. The executive summary and other items will be put together. There will be some orientation meetings for administrators held prior to the site visit.
 - The Provost Office sent to the associate deans a memo regarding capstone courses. For purposes of SACS and the evolving degree audit, we need to know which programs have required capstone courses. Please review and respond by February 17. These are considered assessment tools and have made reference to them in the self-study report.
 - Information has been requested on courses not taught in the past four years. The Provost will work with Keith Belli and the UCCC on how to proceed with this issue.
 - Dr. Linda Morse is serving as chair of an ad hoc committee reviewing current core courses relative to criteria for courses in the core. The UCCC came up with criteria for all new courses. The ad hoc committee will make recommendations to the Provost whether current core courses meet the criteria or should be removed from the core.
 - The budget for 2003-04 will be the same as 2002-03. We will have one half of the retirement incentive pool and the 5% tuition increase that was set aside to allocate.
 - The Provost will be sending out a notice about recruitment money; it will be used to cover as much as we can, paying for the candidate's expenses and maybe one person to accompany them for meals.
 - Gary Myers reported that the committee appointed to put together a proposed policy regarding academic forgiveness would like to review the retroactive withdrawal and grade change policies before reporting to the associate deans. There may be some overlap; the committee will report at the March meeting

3. AOPs for review:

- AOP 12.32 – Refund and Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed. The Registrar recommended changes to keep in line with IHL Board Policy 505.01. AOP 12.32 will be brought back for action at next meeting.

4. Other Business

- Dr. Epting reported that four colleges, the library, and three centers had expressed an interest in the Academic and Career Exploration Fair. The associate deans for the College of Ag & Life Sciences and Education expressed their interest in participating. Dr. Rent stated that the Provost Office would have BSIS there. Dr. Epting will meet with the Provost to determine if this is enough to justify having the Fair.

The meeting was adjourned at 2:00 p.m.