

**ASSOCIATE DEANS COUNCIL
JANUARY 23, 2002**

Members Present: George Rent (chair), Dave Boles, Debbie Bowen, George Buehler, Louis Capella, Linda Cornelious, Larry Dobbs, Luther Epting, Julie Fulgham, Dan Hollingsworth, Joan Looby, Ian Munn, Jim Price, Mike Rackley, Lynn Reinschmiedt, Robert Green (for Robert Taylor), Suzy Turner, Jack White, and Mike White.

- I. George Verrall (Interim Provost and Vice President for Academic Affairs) commented on the following items:
 - Expressed appreciation for support and encouragement. Verrall said he appreciates Dr. Rent's input and the input of this council.
 - IHL has asked about number of graduates in programs and duplication of programs in the state. They could recommend closing programs. Rent has compiled an excellent response on low productivity. There were errors in the IHL data, and some are unique programs.
 - Budget: We will begin to visit with the deans and relate how the budget looks. We want to use vacant positions now and position created by retirement and resignations to help us deal with less state funding next year. We could be facing a \$4 million cut in Academic Affairs. That would be a 6% cut in everybody's budget. Daniel Bryant is working with me to come up with a number we can plan with.
 - Productivity is an area that will not go away. We must be sensitive to the numbers, credit hour production, number of graduates.
 - We have a problem with the day of commencement being the same day as the SEC track meet on campus. Verrall asked Larry Dobbs to convene the Commencement Committee to discuss this issue.
 - On the evening of Thursday, September 19, the university is considering scheduling a football game with Auburn. Please respond with any potential implications of that possibility.
 - The deans will receive a request from Verrall for information about fees that are being collected. These fees are those that are not collected by the Controller's Office. We need to look at cash management.
 - Verrall stated that he will not propose any new programs to the Board of Trustees this year. He does not feel the climate is good for this right now. If anyone feels differently, they are welcome to check with President Lee.

- II. The minutes from the December 12 meeting were approved as circulated.

III. Chairperson's Report – George Rent

- Academic Productivity: Low productivity programs were identified by the Board. These included 17 undergraduate, 15 masters, and 5 doctoral programs. There were some errors in their data. We have made these corrections and submitted it to IHL. This information will be submitted to the Board in February.
- Budget is tough – we are not certain of the amount of cut we will sustain, but we hope things look better with the Legislative session.

IV. Academic Operating Policies:

AOP 31.02 – Legal Resident Status

This is to bring the AOP in line with other published information. Dobbs moved to add a sentence: “Residency changes are not retroactive.” This was unanimously approved and the amendment will be made, added to #2. Please review this and share with others in your unit.

V. Late Add and Administrative Drops – Larry Dobbs/Butch Stokes

By shortening the “add period”, we believe we have solved a problem. Stokes distributed a handout showing the numbers of late adds, administrative adds, and total adds after the deadline date, then led a discussion concerning the data. We are charging a \$50.00 fee for the late adds. These must be approved by the dean. Dr. Buehler shared some reasons for the large number of A&S students with late adds. Dr. Green said Dr. Taylor had asked him to discuss the possibility of changing from five to ten days for graduate students. Dr. Rent believes that should go to the Graduate Council. Larry Dobbs mentioned the intended use of Directed Individual Study and how Directed Individual Study is now being used. Dr. Buehler asked why we require a student to drop a lecture if the student is trying to change a lab. The lecture and lab go as a pair. Dr. Rent mentioned that other schools “drop, add, or switch”. He asked the Associate Deans to think about this possibility and send comments to Butch Stokes or George Buehler.

A notification needs to go out to the faculty at the beginning of each semester that if a student is not on the roll, that student cannot come back to class until he/she is on the roll. The faculty must monitor this type situation. The “drop” period is five days longer than the “add” period.

VI. Other Business:

- Honors sections: We will add “H” to a class number to specify that this is an Honors course. This will not have to go through UCCC. Jack White will proof this before it goes to Press. This would designate Honors classes on the transcript.
- Luther Epting announced that Career Day in the Coliseum is January 29th. Please announce this to your students. We have fewer employers taking part in Career Day this year than last year.
- Larry Dobbs said transfer D's are a problem. We should be consistent. Education allows each department to decide if they will accept D's. Dr. Looby will take this back to the Dean for discussion.
- AOP on Academic Amnesty should be updated. Students are requesting amnesty in order to transfer to another institution. Dobbs will look at the AOP and suggest changes to correct this problem.

- Readmission after Dismissal is not automatic. Students must apply for readmission.
- Julie Fulgham says that the withdrawing student survey that has not been administered for a couple of years would be helpful. We need to try to encourage students to fill these out. This helps us in the area of retention. Julie will share this with Associate Deans and also with Student Affairs, Admissions and Recruitment.

The meeting was adjourned at 2:30 PM.