

**Associate Deans Council**  
**February 8, 2012**  
**Meeting Minutes**

Present: Peter Ryan(Chair), Wes Ammon, Jeremy Baham, Thomas Bourgeois, Royce Bowden, Tim Chamblee, Karen Coats, Robert Cooper, Diane Daniels, Walter Diehl, Greg Dunaway, Randy Follett, Nancy Fultz, Becky Gardner, Julia Hodges, Terry Jayroe, Mitzy Johnson, David Lewis, Patricia Matthes, Scott Maynard, Lynda Moore, Linda Morse, Elton Moore, Allison Pearson, Gail Peyton, Mike Rackley, Sam Riffell, Kevin Rogers, James Scheiner, Meredith Sledge, Butch Stokes.

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

**1. Consideration of the minutes.**

Butch Stokes made the motion and Royce Bowden seconded to approve the minutes of January 25, 2012. The motion was approved unanimously.

**2. Announcements.**

- The Quality Enhancement Plan (QEP) final listening session will take place Thursday, February 9 at 1:00 p.m. in Fowlkes Auditorium of the Colvard Student Union with Dr. Angi Bourgeois and Dr. Connie Forde.
- Peter Ryan mentioned an issue for notification to advisors when there are changes to course requirements. If a change will impact other departments or students then the information should be sent to other college Associate Deans and/or Deans for distribution to department heads and coordinators.
- Linda Morse announced several upcoming events:
  - The video presentation by Dr. Sandra McGuire of Louisiana State University can now be viewed on the CTL website.
  - The New Faculty event in February will be hosted by the Office of Research and Economic Development.
  - The Brown Bag series, *Rubrics across the Curriculum: A Panel Discussion* will be held on February 15 in the Grisham Room, Library. The catering class will be serving lunch.
  - Turning Technologies will be on campus February 27 for a Users' Forum. There are approximately 80 faculty who are currently using clickers.
  - The First Year Experience brochure will soon be printed for distribution.
- Elton Moore extended an invitation to the College of Education Research Forum to be held on March 30 at the Bost Extension Center. Lunch will be provided.
- Linda Morse announced that preparation for deploying the mobile application for MyCourses is in the final stages. The committee is working on documentation and an announcement for the application.
- Mike Rackley reported on several items.
  - Upon the recommendations of the Efficiencies and Innovations Committee, a decision to use a single employee email system for the campus will be made by summer, 2012.
  - Mike Rackley reported that the Academic Administrative Feedback Survey will be sent out for evaluation of Deans, Associate Deans and Department Heads. The survey is slightly different from last year's survey.
  - Mike Rackley reported on the newly created Information Technology Council. The intent of the committee is to coordinate and unify IT functions across the campus.

3. **Chair's Reports.**

David Lewis reported that the approved Egress document for campus emergencies is now completed. He thanked members of the subcommittee for assistance with the process. The document gives guidance and advice and indicates common practice in the event of an alarm.

4. **Independent Study.**

Interim Co-Directors, Julia Hodges and Allison Pearson reported on Independent Study courses. Allison Pearson addressed the council with the question of where independent study courses fit in the academic offerings.

- The independent study courses will now be reviewed under SACS requirements. Faculty credentials will be required for the instructor of record.
- A handout was distributed with a list of current offerings. A course can be completed in a year with two extensions which presents challenges in the Banner system.
- The overall participation rate in these courses has dropped over the years. After further committee discussion, the co-directors requested input regarding the use of the independent study courses in the future considering the problems which these courses present.

5. **AOPs.**

**AOP 12.12 Credit, Grades, and Academic Standing (Butch Stokes)**

The policy was presented again to the council with revisions for the SACS requirement for defining a credit hour. After discussion, the revised document was approved to move forward to the Faculty Senate Executive Committee for approval.

**AOP 31.02 Legal Resident Status**

The policy was presented again to the council with revisions of deleting noted references (paragraph/page number) under Policy/Procedure. After discussion, the revised document was approved to move forward to the Faculty Senate Executive Committee for approval.

**AOP 12.08 Requirements for Degrees, Academic Minors, and Certificate Programs**

Tim Chamblee presented revisions for the policy to add (and Academic Consortial/Contractual Agreements) to the Subject title with defining additions to the document as item # 4 (A.B.C.) under Policy/Procedure. After discussion, the revised document was approved to be forwarded to Deans Council for consideration.

**AOP 12.17 Academic Fresh-Start**

After discussion, the document was approved with the revisions to add *Undergraduate* to the policy Subject title and include *undergraduate* students under Purpose section of the document. The policy will be forwarded to Deans Council for further consideration.

**AOP 12.19 Academic Amnesty**

After discussion, the document was approved with the revisions to add *Undergraduate* to the policy Subject title. The policy will be forwarded to Deans Council for further consideration.

6. **New Business.**

- Peter Ryan reported that the new draft of AOP 13.15 Evaluation of Teaching Performance was presented to Deans Council and was left on the table for further discussion.
- Butch Stokes reported that announcements have been sent to students who are potential May 2012 graduates but have not yet applied.
- Students enrolled in fall & spring will be given a survey of six questions for each course as a pilot assessment of textbook adoption process.

- The Master Schedule will be going out in spreadsheet form to colleges and will be used as a template for textbook adoptions. Deadlines will be established and the spreadsheet will be sent to Barnes and Nobles bookstore. If the instructor does not meet the adoption deadline, then the department head will need to choose textbooks.
- Butch Stokes also noted withdrawal requirements for Maymester and Summer 1 & 2 terms.
- Greg Dunaway asked about a summer orientation date change and no notification to Associate Deans. Dr. Ryan will follow up on the change for clarification.
- There was discussion of the attendance policy which cannot award more than 10% of a grade unless justified. Peter Ryan will look at the policy for future discussion of a guidance format.
- Thomas Bourgeois reported on Title IX obligations and encouraged refresher sessions for faculty and staff to understand obligations for reporting incidents. Peter Ryan noted that he would ask that Student Affairs and Human Resources be put on future agendas for frequent briefing of issues for the Associate Deans Council.
- The scheduled February 22, 2012 Associate Deans Council meeting will be canceled.

**The meeting was adjourned at 2:52 p.m.**