

Associate Deans Council
July 10, 2024
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Tracey Craven, Brent Fountain, Dana Franz, Robert Green, Brien Henry, Christine Jackson, Dominic Lippillo, Lucy Mellen, Melanie Loehwing, Bethany Mills, David Nolen, Alicia Olivier, Sean Owen, Andy Perkins, Kevin Rogers, Michael Seymour, Deanna Smith, Darrell Sparks, Shelby Tschume, Lauren Wright, Lisa Stricklin, Cat Walker, Leslie Burger, Emily Owen, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 PM

1. Consideration of the minutes

Upon a motion by Dr. Kevin Rogers and a second by Dr. Robert Green, the minutes from June 26, 2024, were approved.

2. Announcements

- Dr. Ryan stated that AOP 12.22 and 12.12 were recently brought forward at Deans Council for discussion.
AOP 12.12 was approved and will be sent to Faculty Senate. However, AOP 12.22 was tabled to give Drs. Ryan and Baham time to address some of the questions from the Deans.
The Deans Council had an issue with displaying the chart showing the contact minutes in AOP 12.12. The recommendation was made to move the table to the UCCC Guide & Format.
- Dr. Ryan thanked Dr. Loehwing and the subcommittee for their hard work on both policies.

3. Online Exams and End of the Summer Session Concerns – Dr. Robert Green

- With summer online exams, there was an issue with the timeline between giving the final exams and the submission of grades. Typically, online students should be granted a seventy-two-hour window within which to take their final exams, but at the end of the 2024 first summer session there was only a twenty-two-hour window available to take the final online exams. The issue was resolved by the one instructor who brought the initial concern to the attention of Dr. Green who shared it with the Provost's Office. The calendar committee will be meeting in the fall and will endeavor to ensure that these issues do not occur in future summer sessions. Dr. Ryan explained that sometimes as the 12-month calendar shifts it can create challenges for the schedulers in the Registrar's Office and unintended issues like this can easily be overlooked.
- Dr. Melanie Loehwing asked about the possibility of extending the grade submission deadline for the July summer session? Dr. Ryan stated he will discuss this with Ms. Emily Shaw.

4. Guidance for Lecturers

- Dr. Ryan expressed concern regarding training for Lecturers. Since Lecturers are not required to attend New Faculty Orientation, Dr. Ryan asked that the departments be mindful of this and ensure that Lecturers are adequately trained regarding university academic policies, Title IV requirements and their responsibilities to their students. Professor Michael Seymour mentioned that Lecturers are invited to participate in New Teaching Academy.

5. AOP's

➤ **AOP 11.05: Requirements for Shortened-Format Courses**

The information in this policy was included in the recently revised AOP 12.12, therefore the policy is deemed redundant and at the request of Dr. Tracey Baham it was recommended that the policy be rescinded.

A motion was made by Dr. Melanie Loehwing and a second was made by Dr. Kevin Rogers to rescind AOP 11.05. The motion was approved.

Meeting adjourned 2:17 PM