**Associate Deans Council**

**February 26, 2025**

**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Steve Bullard, Tracey Craven, Jim Dunne, Brent Fountain, Dana Franz, Brien Henry, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Lucy Mellen, Bethany Mills, Lynda Moore White, Eric Moyen, Tabor Mullen, David Nolen, Alicia Olivier, Sean Owen, Andy Perkins, Kevin Rogers, Adrian Sescu, Michael Seymour, Emily Shaw, Paul Spurlin, Shelby Tschume, Lisa Stricklin, Lauren Wright, Jake Hartfield, John Dickerson, Tina Gilliland

Associate Dean David Nolen, Co-chair for today’s meeting, called the meeting to order at 1:30 PM.

1. **Consideration of the minutes**

A motion was made by Dr. Kevin Rogers and seconded by Dr. Melanie Loehwing to accept the minutes from February 12, 2025, as presented.

1. **New Faculty Orientation & Fall Convocation Dates –** Dr. Peter Ryan

* Dr. Ryan stated that New Faculty Orientation will be held on August 12, 2025, in Bost Conference Center. He also mentioned that Fall Convocation will be held on August 26, 2025, at 6:00 PM in Humphrey Coliseum. If you have any suggestions for a keynote speaker for Fall Convocation, please share that with Dr. Ryan.

1. **Orientation** – Mr. Jake Hartfield

* Mr. Hartfield stated that during upcoming Orientation sessions, the focus will be on Academics (Maroon U, academic meetings, OL Dawg Talk, etc.)
* Transfer sessions will offer students more advising time.
* Moving forward, there will no longer be an open enrollment period. There will only be a short time period after the last orientation session and the 6th day of class. During this time, students will be contacted via email, that they still need to contact the orientation office to be connected to an advisor.
* Students who are registered for orientation will be notified that an advisor within their academic college will contact them regarding pre-scheduling.
* Dr. Ryan asked for assistance in providing the correct information to current and prospective students on the application process and admissions criteria to access an eligible program in the Academic Common Market (ACM) when recruiting non-resident students into these programs. Dr. Ryan will share ACM website information with Mr. Hartfield so that Orientation Leaders and recruiters can relay precise information to incoming students.

1. **University Addressing the Dear Colleagues Letter** – Dr. Peter Ryan

* Dr. Ryan assured the council that administration is working diligently on requested changes in the recent Dear Colleagues letter.

1. **Announcements**

* Dr. Tracey Baham mentioned that AOP 12.12: Credit and Grades and 12.38: Undergraduate Academic Advisement were approved by Executive Council.
* Dr. Ryan stated that he and Dr. Jim Dunne continue to work on AOP 13.05: Faculty Grievance Procedures.
* Ms. Lucy Mellen said that the Student Association (SA) recently held student council elections.

The new SA President is Mr. Cameron Cummings. Ms. Karolina Heathcock will be the SA Vice President and serve on the council as the SA representative.

* Associate Dean David Nolen announced that the 2025 Marszalek Lecture Series will be March 20 at 5:30 PM. The keynote speaker is President of the Ulysses S. Grant Association, Mr. Jim Bultema, and History Department PhD student, Mr. Heath Anderson. A reception will be held afterwards.

Meeting adjourned 2:19 PM