

**Associate Deans Council**  
**November 28, 2012**  
**Meeting Minutes**

**Present:** Peter Ryan (Chair), Donny Banerjee, Ray Berryhill, Royce Bowden, Tim Chamblee, Karen Coats, Ryan Colvin, Robert Cooper, Walter Diehl, Randy Follett, Nancy Fultz, Becky Gardner, Mitzy Johnson, David Lewis, Scott Maynard, Elton Moore, Linda Morse, Ian Munn, James Orr, Julia Porter, Mike Rackley, Lynn Reinschiemdt, Kevin Rogers, Steve Taylor, Walter Taylor, Rick Travis.

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

**1. Consideration of the minutes.**

David Lewis made the motion and Royce Bowden seconded to approve the minutes of November 14, 2012. The motion was approved unanimously.

**2. Announcements.**

- Peter Ryan discussed the email that was sent from the Registrar's office regarding the final exam schedule and reminded the council of the student's option to seek relief from more than two exams in one day.
- The Irvin Atly Jefcoat Excellence in Advising Awards nominations for faculty and staff are due on Friday, December 14, 2012.
- Peter Ryan reported on the New Faculty Informal Dinner event that was held on November 27 at the MAFES Conference Center. He noted appreciation for those who encouraged faculty to attend and to Linda Morse and staff with the coordination and preparation of the event.
- Linda Morse announced that the First Year Experience proposals are due this week. The center will be asking for proposals for the new learning communities.
- The pilot testing for Blackboard Learn 9.1 will begin in January 2013.
- Mitzy Johnson stated that the Office of Institutional Research and Effectiveness wants to encourage units to be proactive with the planning and accessing for the 2012 -2013IE reports. She reported that templates are available on the O drive for data input and that each unit should know the goals and expected outcomes. The deadlines for the entire report will be on Friday, August 30, 2013. She also noted that departments can request training for the reports.
- Walter Diehl announced that the College of Arts and Sciences will host a visit from the Director of the National Park Service in January, 2013.

**3. Chair's Report.**

**a. AOP 12.09 Class Attendance and Reporting Absences**

- David Lewis reported that the subcommittee is making progress communicating by emails with revisions to the AOP 12.09 Class Attendance and Reporting Absences.

**4. AOP/OP - None**

**5. New Business.**

- Karen Coats reported from the Graduate School that Karin Lee's dissemination of information in the football program about spotlights on international students, including Fulbrights, has received great feedback from the Institute for International Education and other international agencies.
- Donny Banerjee announced that the Student Association will be hosting the 'Holiday in the Junction' event on Thursday, November 29 at 6:00 p.m.

**The meeting was adjourned at 1:52 p.m.**