

Associate Deans Council
March 23, 2016
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Thomas Bourgeois, Caragh Boyles (for Scott Maynard), Tim Chamblee, Kylie Crosland (for Wes Ammon), Diane Daniels, John Dickerson, Nancy Fultz, Becky Gardner, Greg Hall, Terry Jayroe, Mitzy Johnson, Rebecca Long, Linda Morse, Ian Munn, Allison Pearson, Mike Rackley, Nicole Rader, Lynn Reinschmiedt, Kevin Rogers, James Warnock, Edward White.

Peter Ryan called the meeting to order at 1:30 p.m. in 4004 Lee Hall.

1. Consideration of the minutes.

Kevin Rogers made the motion seconded by Rebecca Long to approve the minutes of March 9, 2016. The motion was passed unanimously.

2. Announcements.

- Peter Ryan reported on the International Institute staff's work on developing an electronic travel form in order to ensure that all data is collected regarding risk management during travel. The anticipated launching of the online form is earlier this summer. Dr. Ryan noted that he will ask for a presentation of the online process during a later meeting.
- Peter Ryan reported on the progress of identifying individuals in Banner for students to contact for advising. He asked that colleges think about the individuals to be added to the database – an email will be sent out with more information. The five levels to be considered are: college (required), undergraduate and/or graduate students, campus 1, 5 or other, major and concentration, and classification. Information Technology Services will begin to build the system. Since advising is different in each college, hopefully the system will accommodate all and improve areas on campus.
- Peter Ryan stated that the 2016 Irvin Atly Jefcoat Excellence in Advising Award nominations have gone to the selection committee. He encouraged more nominations be considered for the staff advising awards.
- Peter Ryan reported on the fire drill held in Allen Hall on March 9. He noted complaints of the lack of response during the drill - there were classes that did not evacuate. Dr. Ryan stated the importance of these scheduled drills in order to learn of any shortcomings, etc.

3. Academic Common Market.

- Peter Ryan stated that the Academic Common Market program is an important part of certain undergraduate and graduate programming which allows out of state students to enroll in programs not offered in their resident state. Dr. Ryan stated that the university is only allowed to make sure that students meet the criteria – only state coordinators can inform the students of the required criteria for eligibility. In order for a student to be certified, he/she must provide their state coordinator's office with a letter confirming admission to the university and program/major. The criteria can be stated on the Provost website and can be sent through email to deans, department heads and directors.

4. Coordination of College Recruiters.

- John Dickerson reported on the recruiting efforts between the Office of Admissions and Scholarships staff and individuals in each college. The groups have had monthly meetings

for strategies and suggestions and have also met with consultant, Joe Watts. He noted the positive feedback, but still have a need for improvement in the relationship. He wanted to briefly mention the possibility of proposing a model for use in recruiting and other resources.

College Scholarship Awards.

- John Dickerson discussed the importance of having first time freshman scholarship information in on time in order to better recruit students who are applying at multiple universities. In review of other universities, and being competitive for good candidates, some are getting scholarship letters out by mid-December. He stated that the goal has been to have the information out by February 1, but maybe as a university there may be a need before the new recruiting year to discuss a better strategy for awarding scholarships.

5. Chair's Report. - None

6. AOPs.

- Peter Ryan stated that AOP 13.03 was presented to the Deans Council, but the policy was tabled so he can discuss some needed clarification with the subcommittee and others.
- **AOP 12.09 Class Attendance and Reporting Absences**
 - The policy was presented back with revision suggestions by Faculty Senate and advice from General Counsel on some issues with the definitions of excused absences.
 - After discussion of the interpretation of the stated policy on penalties and drop grades, there was a motion to consider removal of drop grade as a penalty – the motion was seconded with a majority in favor and one opposed to approve.
 - There was a motion and seconded to add to –Excused Absences and Grades – *requiring the use of a drop grade will be considered.*
 - There was also discussion of authorized university activity with a motion –and seconded to add – *with appropriate administrative approval by the department head or higher.* The motion was approved with none opposed.
 - The revised policy will be forwarded to the Deans Council for further consideration.
- Thomas Bourgeois announced the upcoming Legal Issues Conference to be held on April 27 – 29, 2016 and encouraged all to attend.

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