

Associate Deans Council
April 25, 2018
Meeting Minutes

Present: Peter Ryan (Chair), Noel Addy, Tracey Baham, Tim Chamblee, Angie Chrestman, John Dickerson, Jim Dunne, Nancy Fultz, Becky Gardner, Robert Green, Jermaine Jackson, Terry Jayroe, Julie Jordan, Jeffrey Haupt, Brien Henry, Julia Hodges, Christine Jackson, Tabor Mullen, Ian Munn, Steve Parrott, Allison Pearson, Nicole Rader, Kevin Rogers, Susan Seal, Emily Shaw, Bob Wolverton, Arman Borazjani
Guests: Kevin Edelblute, Dana Franz

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

1. Consideration of the minutes.

Upon a motion made by Peter Ryan the minutes of March 11, 2018 were approved as presented.

2. Announcements:

- Academic Affairs is hosting the annual Faculty Awards Recognition Reception on April 26 at 2:00 pm in the Grisham Room, Mitchell Memorial Library.
- Assistance is needed from the colleges during the commencement ceremony to lead the Graduate students during the ceremony. Nicole Rader, Kevin Rodgers & Terry Jayroe will identify someone to do this (for each of the ceremonies) and notify Amy Adkerson and Brien Henry of their choices.
- Please encourage your faculty to attend the graduation ceremonies. Appendixes need to arrive in the Office of the Provost & Executive Vice President in a timely fashion (at least 10 working days in advance of due date) in order for them to be reviewed and submitted to the IHL prior to the due date.
- Please participate in the following surveys:
 - The Faculty Textbook Survey (from IHL) should be out by early May- please encourage your faculty to participate in this survey.
 - A library survey, regarding software needs, will go out this summer to the Deans, Directors & Department Heads. A fall survey will be released to the faculty to complete.

3. The Void Report – Kevin Edelblute

- Beginning with the fall 2018 semester, students will be required to pay their account in full or enroll in a payment plan prior to the semester. A fee of \$50 will be assessed for enrolling in the payment plan.
- The void report will identify students who have not paid their account in full or enrolled in a payment plan. Rodney Pearson is working on a student success portal that will help us communicate with the students that were identified on the

Void Report. Students that are not in compliance may not be allowed to move into their residence halls and their class schedules may be cancelled.

- Once a student has been identified on the Void Report, and automatically generated email will be sent to the student advising him/her of the situation.
- There are two exceptions to the new payment policy:
 1. Graduate Assistants
 2. First year international students
- Groups/Depts. scheduled to receive the Void Report:
Recruiters of first time freshmen and transfers, Housing, Athletics, CVM, Meridian, Graduate School, Center for American Veterans, International Institute, Student Success, College Ready, Student Support Services, Multicultural Affairs & Holmes Cultural Diversity Center, Parent Services.

4. UCCC Changes – Dana Franz

- The CIM System has been streamlined to make submissions more straight forward. The revised submission format will go live this fall.
- Syllabi will be the primary document uploaded in CIM. This allows CIM to also serve as an archive for approved syllabi.
- The old equivalency table (for face-to-face and distance classes) will be deleted. A series of three questions will replace the table. The questions will request information about teacher-student and student-student interaction as well as a listing of major differences between the face-to-face and distance courses, if applicable.
- The Guide and Format document will be revised this summer.

5. Academic Common Market – Peter Ryan

- The university has just learned of a new rule pertaining to the Academic Common Market which states: An Academic Program that has been submitted to the Southern Regional Education Board will not be activated unless a non-resident student requests access to it. We currently have over 260 non-resident students receiving access to the Academic Common Market for the spring semester.
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6. Upper Level Course Access (Transfer student needs)

- Associate Deans and departments please pay close attention to upper classmen course needs with regard to transfer students as we approach Orientation season.

7. AOP's

➤ AOP 10.15: Substantive Changes

Motion to accept recommended changes (some were initiated to be consistent with SACS-COC recent changes) to the policy were made by Kevin Rogers and second by Robert Green.

AOP 10.15 approved by Associate Deans Council – forward to Deans Council

➤ **AOP 10.16: Distance Education**

This policy was tabled at the Associate Deans Council meeting on March 11th for updates/revisions to be merged with original document. A motion to accept these revisions was made by Ian Munn and second by Kevin Rogers. There was some discussion about changing the word “should” to must in paragraph 6.

There was also some discussion about “sample statements” and course equivalent statements. These statements will be added back to the policy.

AOP 10.16 approved with above mentioned edits. - forward to Deans Council

New Business:

- **Tabor Mullen:** If a department has any honor code violations pending please do not assign a grade. Please use the GDP option in the absence of a final grade. An email will be sent by Peter Ryan reiterating this request.

Adjourned: 3:05 PM