

Associate Deans Council Minutes
April 25, 2007

Present: Jerome A Gilbert, Chair; Wes Ammon, David Bridges, Louis Capella, Diane Daniels, Luther Epting, Jane Greenwood, Lisa Harris, Sue Minchew, Gary Myers, Forest Sparks for Bill Person, Ruth Prescott, June Schmidt, Butch Stokes, Donna Reese, Mike White

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

1. Consideration of the Minutes:
The minutes of April 11, 2007 meeting were approved as submitted.
2. Chairperson's Report:
 - The reception to honor distinguished faculty will be April 26th in the Grisham room of the library. All colleges should have been notified of this.
 - If your department or college has a faculty member that is interested in the "War on Hunger" that Dr. Briley spoke about, please get their contact information to Dr. Gilbert.
 - The yellow budget sheets have arrived in our office. They should be ready to go out tomorrow.
 - The graduate stipends that were funded last year on soft money have been funded for this fiscal year with hard money.
3. Financial Aid Issues: Bruce Crain

Financial aid would like the Associate Deans input/advice on a probationary period policy for students. Students in a probationary period will have to sign a form and put in place a semester standard, a progression. To make sure the process has integrity, they need to take classes that will count toward their degree. We would produce a statement of understanding and a grid where students put in the classes they plan to take. A University official would sign off on the classes. Appeals could and would still happen. This would help students that have had one bad semester. Students would not go through the appeals process if we make this change. Mr. Crain will allow academic departments to determine if classes are sufficient. The federal government requires satisfactory academic progress in order to be eligible to receive aid. Students are monitored in a qualitative and a quantitative manner. Graduation is required within a certain amount of time. Federal rules require schools to monitor students and the office of financial aid does that at least once a year. If we give a probationary period to students, it will help those that need more than a semester to get them out of the hole they're in. Right now, there are around 750 students that normally go below the academic standard, with around

200 appealing. This policy could cut back the number of appeals by two-thirds. Mr. Crain will send the policy in its draft form to Dr. Gilbert.

4. Drug/Alcohol and Criminal background screening policies

Judy Spencer and Ann Bell led a discussion on these new policies. The policies are on the books right now, and are listed on the HRM website. Administration requested the policies be created and Executive Council approved them in January of 2007. They are planning on a July 1st implementation date. These are best practices. A criminal background check will be required for employment (new hires) and a statement will need to be added to all job postings. Current University employees who are moving to a new position on campus are excluded. Student workers, graduate assistants, post doctoral, and rehired retirees are only screened if their job duties meet certain requirements which are listed in the policy. There is a list of crimes that prevent someone from being hired, but others are in a gray area. The criminal background check is to catch those who don't self disclose. The idea is not to bar people from employment, but to take each person on a case by case basis so that we are informed. There will be a cost to the hiring unit of about \$65 per check. Dr. Harris reiterated the need for policies on implementation. The drug and alcohol screening is somewhat different. New hires in security sensitive positions will be tested, as well as current employees in certain categories. Twenty five percent of an average pool is tested. This is a random test. Each division will identify those that will be included in the pool, which will include department heads and up. The policy states that the consequence for testing positive is "appropriate disciplinary action". There will be a charge to the unit for random drug testing as well, most likely around \$46.00

5. Vulnerability scans/student information issues

Dr. Gilbert showed an example of a student's web-page that was found on "google" that listed her private information. Dr. Gilbert asked that professors be careful about posting student's web-pages as a requirement for a class. We all need to be aware and careful.

6. Clearing students at graduation/Attendance at graduation/Spring Final grade reporting

There currently is not a written policy on letting someone walk at graduation that has not met graduation requirements. Until we have a policy in writing, we need to let students walk because we have done it in the past. Final grades for spring are due by noon on May 7. There are only two and a half days to complete the spring grades and open up for the Maymester on May 10 so it is very important that grades are turned in on-time.

7. Other Business:

- Budget sheets will go out starting tomorrow.
- Raises should be in the 3% to 7% range, otherwise there must be a letter of justification. The unit average will be 5%.

The meeting was adjourned.