

**Associate Deans Council Minutes**  
**August 9, 2006**

Present: Jerome A Gilbert, Chair; Dave Boles, David Bridges, Louis Capella, Luther Epting, Jane Greenwood, Sue Minchew, Dinetta Karriem, Gary Myers, Ruth Prescott, June Schmidt, Butch Stokes, Mike White, Bill Person, Nancy Reichert, Robert Green.

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

1. Consideration of the Minutes:  
The minutes of the July 12, 2006 meeting were approved as submitted.
  
2. Chairperson's Report:
  - New Faculty Orientation is August 15<sup>th</sup> and 16<sup>th</sup>. Dr. Gilbert distributed a list of the new faculty and asked the associate deans to review and let him know if they saw any omissions.
  - National Research Council- Twenty-five Ph.D. programs will be reviewed. Programs in the College of Education and the College of Business are not being reviewed. Programs in the Sciences and Humanities are included.
  - A website that has social security numbers on it was recently identified. This is a potential public relations problem. The President is extremely concerned and has asked Dr. Gilbert to let all Vice President's know that there will be consequences to security breaches. The Social Security policy is currently being reviewed to put more teeth in it. Dr. Gilbert will report back to President Foglesong in two weeks with a revised social security OP.
  - President Foglesong has requested that all AOP's be reviewed by December 12<sup>th</sup>. This means we have thirty or forty policies to review in the next six months. Dr. Gilbert can do a cursory review, so not all policies will go through the normal review process.
  
3. Academic Operating Policy:
  - AOP 13.06 Sabbatical Leave
    - This AOP was revised to change the review date to every four years and to update the policy to reflect current procedures, including the procedure for applying for sabbatical leave. Several editorial changes were made. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.
  
  - AOP 13.05- Faculty Grievance Procedures
    - This AOP has been revised by Dr. Reichert, with the assistance of Mark Goodman and Charles Guest. The rewrite came down when she was in Faculty Senate. Charles Guest suggested modifying this policy for a grievance between faculty and supervisor only. Faculty Senate has been asked to deal with a conflict resolution

policy for co-workers. The biggest change to this policy is that the panel to hear any grievance that is filed would be made up of people that the Provost and the Senate faculty affairs committee names. This policy applies to all faculty, tenure and non-tenure track. A suggestion was made that the Tenure and Promotion committee be used to hear these cases. After some further discussion, a motion was made to table this AOP until the next Associate Deans Council meeting.

#### AOP 13.07- Academic Promotion and Tenure Policies and Procedures

- This AOP is being revised to change the review date to every four years and to clarify promotion and tenure guidelines. The faculty handbook, which includes the promotion and tenure guidelines, has not been updated in some time so a suggestion was made by Charles Guest to include the recently approved promotion and tenure guidelines in this AOP. A discussion ensued about whether or not to completely do away with this AOP and refer faculty to the guidelines alone, or to keep it because an AOP is a policy that must be adhered to. A motion was made to bring this AOP back up for review at the next Associate Deans Council meeting.

#### AOP 13.23- Faculty Workload

- This AOP was revised to change the review cycle to every four years. A modification concerning department's guidelines for workload assignment was written in to the policy as well. Motion was made to approve the policy as revised. This policy will now be forwarded to the Deans Council.

#### 4. OP for review:

##### OP 03.03 – Harassment Policy

- Dr. Nancy Reichert announced that this policy has been revised and asked that associate deans review the new policy. It was approved by Executive Council.

#### 5. Other Business:

- Gary Myers requested that the Associate Deans Council revisit the course evaluations policy. At this time, we do not require course evaluations for summer school.
- Mike White- Student Affairs is looking at the Honor Code. It is presently in a working committee and will be presented through the appropriate channels in the next few weeks.
- Dr. Gilbert stated that efforts toward Phi Beta Kappa are moving forward. We will be submitting an application in October. Leslie Bauman is heading up this process.
- Butch Stokes -There are a number of students that do not have grades yet for the summer. There are six students that have applied for August graduation that need grades turned in immediately. Fall enrollment is currently down 118 from last year. There will be a WebX demonstration tomorrow.
- Dr. Gilbert- The Deans and the Provost are discussing a new model for summer school next year.

The meeting was adjourned.

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