

ASSOCIATE DEANS COUNCIL
August 14, 2002

PRESENT: George Rent, Chair; Dave Boles, Louis Capella, Diane Daniels, Luther Epting, Julie Fulgham, Dinetta Karriem, Gary Myers, Phillip Nelson, Debbie Bowen Pepper, Ruth Prescott, Mike Rackley, Lynn Reinschmiedt, June Schmidt, Bobby Stokes, Robert Taylor, Jack White, and Mike White.

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

1. Wes Ammon discussed AOP 12.38 – Undergraduate Academic Advisement. Students are required to declare a major upon the accumulation of sixty credit hours. 180 students have been notified that they are affected by this policy. 87 of the 180 students have GPA's below 2.0.

Wes Ammon reminded the associate deans that students who are suspended or dismissed from a college cannot automatically become undeclared students. The failure rate is incredibly high for those students returning from academic dismissal.

It was recommended and approved to make the following editorial change under Item No. 3 of AOP. 12.38. The word “core” is to be inserted in front of the words “high school grade point.”

Under Item No. 5, SACS requires that all students be informed of their advisor's name. Registration form requires advisor's name and signature.

2. Consideration of the Minutes
 - The minutes from the ADC June 26, 2002 meeting were approved as circulated.
3. Chairperson's Report:
 - Dr. Rent discussed enrollment. Butch Stokes reported that as of 8/14 (the last day before final registration) the total was 1655 for Fall 2001; for Fall 2002 the total is 1689. The target for freshmen by the

10th day is 1777. Campus total enrollment for Fall 2001 was 16,884. As of 8/14/02 we are 2000 below that. Overall growth will be about where it was last year. Historically graduate students wait to register.

- The Provost Office asked the Faculty Senate to revise the faculty handbook. Gary Myers was charged with working on that. It will be a web version. The problem faced at the outset was that the Provost Office wanted AOPs linked to the actual document. Since Human Resources makes so many policy changes over the course of the year, it was recommended that a link be made to the Human Resources home page. The other problem was the Promotion & Tenure issue regarding the date documents are due. Currently it is put in as a “date pending approval.” Leslie Bauman has said someone had signed off on this. As far as making any critical changes, the committee did not do that; they made the handbook web friendly. Dr. Myers said he will check on having the option of printing the document.
- Dr. Rent stated that Fall 2002 Unfunded Classes spreadsheets have been approved by the Provost Office. This fall we estimate \$2.3-\$2.4 million for unfunded classes. Dr. Rent reminded the associate deans to develop schedules as carefully as possible. If a budgeted position is vacant, assume the funds are not available. As spring schedules are made, each college should have the same number as last spring. Faculty workloads should be reviewed.
- The colleges do not have access to any of the retirement incentive funds at this time. Next year the deans will have access to 50%. Retirees will have to receive approval from the Provost Office to teach. Instruction will have to come first. We are not adding any sections for fall.
- The new H designation for Honors courses allows a department to offer an honors section of any core curriculum course. The word *Honors* is also designated in the title of the course. This seems to have resolved some problems.
- The SACS self study is moving along. The draft is not ready at this time. The site visit is scheduled for April 2003. The deadline to submit is November. A draft will be available for campus review before submission.

4. AOP's

- AOP 11.12, Guidelines for Certificate Programs. This AOP was recommended by the Graduate Council. AOP 11.12 will be brought back to the next meeting of Associate Deans Council for action.

5. Other Business:

- Butch Stokes stated that on-line prerequisite checking has been tested in the English Department and Mathematics & Statistics Department. The English Department has not had any problems with their system; numerous issues surfaced in Mathematics & Statistics that required a termination of the testing.
- Forced drops occur within a day or so after grade submission. These forced drops occur because a student has failed a prerequisite in the semester just completed, or the student is registered for a course for which he/she do not have the prerequisite. A student may also be force dropped from a class when he/she register for more hours than acsdemic standing will allow. The decision to force drop is made within the college. The Registrar's Office has to have enough time to ntoify students that they have been dropped from a course.
- Dr. Rent announced that Butch Stokes is serving as interim registrar. There will be a search for Registrar this fall. Phil Bonfanti is interim director of Continuing Education; there will be a search this fall to fill that position. Julie Fulgham is interim director of Institutional Research; a search is ongoing.

There being no further business, the meeting was adjourned at 2:30.