

Associate Deans Council
September 11, 2019
Meeting Minutes

Present: Peter Ryan (Chair), Tommy Anderson, John Dickerson, Jim Dunne, Nancy Fultz, Brien Henry, Tabor Mullen, Ian Munn, Seth Oppenheimer, Steve Parrott, Judy Ridner, Kevin Rogers, Susan Seal, Michael Seymour, Lauren Wright, Juan Benavides, Jake Manning, Tim Fancher, Robert Green, Dana Franz, Christine Jackson, Emily Shaw, Stephen Cunetto

Dr. Peter Ryan called the meeting to order at 1:30 p.m. in Dunn Conference Room, McCain Hall.

1. Consideration of the minutes

Upon a motion made by Peter Ryan, the minutes of August 14, 2019 were approved with two minor edits.

2. Announcements:

- Lawrence Charap and Juan Morales, College Board representatives for AP Credit visited campus and met with several people from various academic disciplines. They provided some great data and information to those in attendance. Lawrence will share his data with Dr. Ryan, and he will then share it with the ADC.
- UCCC approved the BAS degree program. The technical credits may not automatically be accepted. Instructor may have to be credentialed for SACSCOC.
- Dr. Tommy Anderson asked for clarification on AOP 13.15: Evaluation of Teaching Performance regarding the use of electronic or paper student evaluations. Dr. Shaw will be communicating with the departments with further information. Academic units and not individual faculty will elect on whether they wish to use paper or electronic survey instrument for fall 2019.
- Dr. Susan Seal announced that Khadesh Franklin of Education Advisory Board will present a seminar on Marketing and Recruiting Across the Adult Student Lifecycle on September 26.
- Tim Fancher announced that Mobile Advising Unit will be available on Sept. 30-October 2, Student Union concourse. Any advisors or staff that would like to help, please let Mr. Fancher know.
- Professor. Michael Seymour announced that the Grisham Master Teacher Lecture will be Tuesday, September 17 at 2:00 in the Grisham Room.

3. Student Association Presentation: Jake Manning & Juan Benavides

- Topics of Student Association Proposals:
 1. **AOP 10.14: (Required vs Recommended Textbooks)**
Proposed Amendment: “The adoption process will include a strong indication of whether a textbook or other instructional material are required or supplemental and should include to the extent possible whether an alternate (e.g., earlier) edition of the textbook may be used...”
 2. **AOP 10:14/AOP 13.15 (Textbook Evaluations)**

Proposed Amendment: a. The survey will measure aspects of each of the following categories: (i) the course, (ii) the instructor, (iii) the method of delivery, and (iv) the teaching materials used.

Discussion:

The Provost has established a Task Force for Evaluation of Teaching who may wish to discuss this concern as part of their recommendations to the Provost.

3. Uploading Syllabus Bank:

Proposed Methods:

- Have departments send syllabi to registrar's office when getting a course scheduled for the upcoming semester
- Registrar's Office require syllabi prior to scheduling a class

Discussion:

Sample syllabi are already posted as a PDF with the course listing on the website catalog. The university is encouraging all faculty to post a sample syllabus for their courses.

4. Elimination of Vouchers

Proposed Change:

- Eliminating all vouchers
- Add cost to the lab fee

Discussion:

Dr. Ryan agreed to look into this concern.

5. Implementing a Course Waitlist Feature

- Will be an Out of Box Feature with Banner 9

Discussion:

Mr. Steve Parrot indicated that the out-of-the-box option will need extensive modification to accommodate all of the nuances associated with Course Wait-listing.

6. Unified use of Flow Charts

- Curriculum sheets are not useful
- Student reliance on advisors for scheduling
- Off-track students due to bottleneaking of requirements

Discussion:

The suggestion was well received but will not be as easy to implement for less structured programs such as those found in the Humanities. Examples given were a flowchart for Engineering and Business.

7. Implementing Advisor Evaluations

- A lack of communication between advisors and students on expectations
- A lack of feedback for advisors to improve semester to semester

Discussion:

Quality advising is a high priority for the university. It was suggested that it may be possible for departments to implement a survey for assessing advising performance. An example from Kanas State University was given.

8. Creating CAPP Compliance for Minor

- Students do not have direct access to see if they qualify for a minor or to see their progress towards a minor
- Students must rely on advisor to inform them, adding difficulty to the student and work for the advisor.

Discussion:

IT in collaboration with the Provost's Office, is working on creating an option in CAPP to track minors and certificates.

The meeting was adjourned at 3:00 p.m.