

**Associate Deans Council**  
**July 28, 2021**  
**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Diane Daniels, John Dickerson, Anastasia Elder, Randy Follett, Dana Franz, Nancy Fultz, Don Grebner, Robert Green, Kim Hall, Jeffrey Haupt, Christine Jackson, Deborah Lee, Melanie Loehwing, Lynda Moore, Ian Munn, Steve Parrott, Kevin Rogers, Susan Seal, Michael Seymour, Lauren Wright, Chelsea Cockburn, Cheryl Bowen, Tina Gilliland

Dr. Peter Ryan called the meeting to order at 1:30 p.m.

**1. Consideration of the minutes**

Upon a motion made by Dr. Kevin Rogers and Randy Follett the minutes from July 14, 2021, were approved with no edits.

**2. Announcements:**

- New Faculty Orientation will be held on August 17, 2021, in the Mill Conference Center.
- Fall Convocation will be held on August 24, 2021, in Humphrey Coliseum.
- The Dean of Library Search Committee held virtual interviews candidates on July 26 & 27. The committee will convene on August 2<sup>nd</sup> to determine which candidates to select for campus interviews.

**3. Barnes & Noble – Ms. Chelsea Cockburn**

- Ms. Chelsea Cockburn discussed with the council the importance of course book adoption by faculty using SIS Connect. SIS Connect features real-time access to student, faculty, course and enrollment data.
- Currently, we as a university are 82% adopted right now. Meaning that out of the 6,540 courses, we are only missing 11% of course adoptions.
- The deadline for book adoption for the fall semester is April 30 and for the spring semester, the deadline is Oct. 30 of each year.
- Through the Adoption and Insights Portal, the capability exists to send emails to professors regarding their adoption process. Multiple letter templates are available to send to professors, depending on the status of their book adoption.
- Barnes & Noble also has some event space that can be utilized by the departments. The capacity for this space is 60 people.

**4. AOP 10.08: Classroom Regulations**

- Dr. Kevin Rogers made a motion to open AOP 10.08 for discussion; a second was made by Dr. Randy Follett.
- This AOP was up for its regular review cycle. There was no discussion regarding this AOP. AOP 10.08: Classroom Regulations was approved with no edits and will be forwarded to the Deans Council for review.

**5. New Business:**

- Professor Michael Seymour stated the New Teaching Academy will begin on August 16th at 11:30 with a luncheon and a panel in the Grisham Room of the Mitchell Memorial Library. The panel discussion will start at 12:00 and will address new faculty concerns. Please RSVP to Stephanie Childress in the CTL Office.
- Dr. Tracey Baham announced that the scantron scanner has been relocated back to 258 Allen Hall.
- Two Factor-Authenticity for our classroom instructors will begin the first day of classes. Faculty should be instructed to take their cell phones or key fobs with them to class.

*Adjourned 2:50 PM*