

**Associate Deans Council
March 9, 2022
Meeting Minutes**

Present: Peter Ryan, Tommy Anderson, Tracey Baham, Steve Bullard, John Dickerson, Jim Dunne, Dana Franz, Nancy Fultz, Robert Green, Jeffrey Haupt, Brien Henry, Christine Jackson, Deborah Lee, Melanie Loehwing, Bethany Mills, Lynda Moore, Tabor Mullen, Steve Parrott, Andy Perkins, Kevin Rogers, Darrell Sparks, Lisa Stricklin, Lauren Wright, 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 a second by Dr. Robert Green, the minutes from February 23, 2022, were approved.

2. Announcements:

- Dr. Ryan welcomed Ms. Bethany Mills, Executive Director of the Career Center to the council.
- Dr. Ryan also welcomed to the council, Dr. Steve Bullard, Associate Dean, College of Forest Resources and Associate Director, Wildlife and Forestry Research Center.
- Professor Jeffrey Haupt stated he was having difficulty with the book adoption portal. Associate Dean Tabor Mullen said he would check on this and get any errors corrected.
- Dr. John Dickerson announced that two candidates, for Director of Orientation and Events, have been invited for on-campus interviews. The first candidate's campus-wide presentation will be on March 10 and the second candidate's presentation will be on March 24th. Both presentations will be at 10:30 am in Mitchell Memorial Library, Room 1000.
- Dr. John Dickerson stated there would be no processional at Fall Commencement and there will be limited access to areas inside the coliseum due to construction. President Keenum will give the address at commencement.
- Dr. Ryan noted that the Common Reading Book Program has been suspended and so the university will be looking for an inspirational keynote speaker for Fall 2022 Convocation. Any nominations for such a speaker would be appreciated.
- Dr. Tracey Baham stated the Student Course Surveys will be available April 25 – May 6.
- Dr. Deborah Lee noted the Mitchell Memorial Library will be hosting the Ragtime Festival March 24 – 26.

3. AOP's

➤ **AOP 10.17: Online Learning Accessibility**

A motion was made by Dr. Kevin Rogers and a second by Dr. Melanie Loehwing to accept the policy as presented and to open the discussion.

This is a new policy and Dr. Dana Franz noted that anyone teaching online course would need to follow these guidelines.

Dr. Robert Green recommended removing the "Disability Resource Center" syllabus statement and replacing it with the university syllabus statement. After a discussion, several errors were found. Since Dr. Susan Seal was not present at the meeting, Dr. Ryan suggested tabling this AOP for further discussion.

A subcommittee of the following council members was formed to obtain clarity on a few items within the policy.

- Dr. Susan Seal, subcommittee chair
- Dr. Deborah Lee
- Dr. Robert Green
- Dr. Kevin Rogers
- Dr. Melanie Loehwing
- Dr. Dana Franz

AOP 10.17 was tabled.

➤ **AOP 13.08: Travel by Faculty & Staff** *(to rescind)*

A motion was made by Dr. Melanie Loehwing and a second by Dr. Darrell Sparks to accept the policy as presented and to open for discussion.

AOP 13.08 was approved for rescinding and will now be sent to Faculty Senate as Deans Council previously approved rescinding.

➤ **AOP 13.22: Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars and Visiting Executive Appointments**

A motion was made by Dr. Kevin Rogers and a second by Dr. Robert Green to accept the policy as presented and to open for discussion.

Dr. Ryan noted that some colleges have incurred challenges with the requirement by the Office of Research and Economic Development (ORED) that adjunct faculty appointees complete an Official Visitor Agreement (OVA). Adjunct faculty are not visiting scientist, and many are employees of Federal agencies (e.g., USGS, USDA, ERDC etc.) and as such are prohibited from signing agreements such as the OVA given the nature of its content. There is a concern that requiring the OVA will stifle collaborations and adjunct appointments.

AOP 13.22 is approved and will be sent to Deans Council for review.

Adjourned 2:50 PM