

**Associate Deans Council  
December 14, 2022  
Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Bimal Balakrishnan, Steve Bullard, John Dickerson, Jim Dunne, Anastasia Elder, Brent Fountain, Robert Green, Kim Hall, Christine Jackson, Melanie Loehwing, Ron McLaughlin, Bethany Mills, Lynda Moore, Tabor Mullen, Steve Parrott, Rebecca Robichaux-Davis, Kevin Rogers, Susan Seal, Michael Seymour, Darrell Sparks, Stricklin, Tina Gilliland

Dr. Jim Dunne called the meeting to order at 1:30 PM

**1. Consideration of the minutes**

Upon a motion made by Dr. Robert Green and a second by Dr. Steve Bullard, the minutes from November 9, 2022, were approved.

**2. Announcements**

- Dr. Peter Ryan briefly mentioned the importance of faculty taking class attendance, especially in the event of a grade appeal. It is exceedingly difficult to address issues if a faculty member/instructor has the ability to take attendance yet does not do so.
- The Doctoral Hooding Ceremony was successful with seventy-three students participating.
- Dr. Ryan announced that the student athletes have a 3.16 GPA.

**3. University Academic Advising Services – Ms. Lynda Moore**

- Ms. Lynda Moore shared a handout with the council members reminding everyone of the services provided by the University Academic Advising Center (UAAC). The goal of the UAAC is to work alongside the student's home department, not to override them.

**4. AOP's**

➤ **AOP 12.08: Requirements for Academic Programs and Academic Consortial/Contractual Agreements**

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

Prior to today's meeting, Dr. Peter Ryan received an email from the Registrar's Office with questions/concerns to be discussed during the meeting. As a result of a lengthy discussion, the following edits have been made to this policy.

- Page two, section B, item number one: the first sentence has been deleted.
- Page two, section B, item number two, the second sentence will be changed to read as follows: "An undergraduate major must have 60 hours in a coherent program of study with courses that build on one another in increasing rigor, as opposed to a collection of credit hours that total 60 hours."
- Page three, change Degree Attributes to Degree Characteristics.

*(Continued edits to AOP 12.08)*

- Page four, Endorsements or Micro-credentials section, add to the last sentences:  
“...communicated to the Registrar’s Office from the unit offering the endorsement (e.g., college, department, etc.) Endorsements can be earned at the undergraduate and graduate level of study.” (See AOP 12.11)
- Page four, Non-Degree Academic Programs section, third sentence should read as follows:  
“Students enroll into these programs directly and are typically considered non-degree seeking.”
- Page five, first line should be as follows: “...bachelor’s degree to enroll unless they are part of an approved accelerated program.”
- Page five, add to the end of the first paragraph: (See AOP 12.11)
- Page five, first sentence should read: “...any non-degree academic programs and should be initiated from the faculty in departments holding those programs is subject to the review and approval of the University Committee on Courses and Curricula (UCCC) and the Academic Deans Council.”

All above-mentioned edits were agreed upon by council members and AOP 12.08 passed and will now be sent to Deans Council for review.

*Meeting adjourned 3:00*