

Associate Deans Council
July 12, 2023
Meeting Minutes

Present: Tracey Baham, Steve Bullard, Tracey Craven, Anastasia Elder, Dana Franz, Robert Green, Brien Henry, Christine Jackson, Melanie Loehwing, Bethany Mills, David Nolen, Sean Owen, Steve Parrott, Rebecca Robichaux-Davis, Kevin Rogers, Emily Shaw, Darrell Sparks, Lisa Stricklin, Jermaine Jackson, Cole Ray, Tina Gilliland

Dr. Tracey Baham called the meeting to order at 1:30 PM

1. Consideration of the minutes

- Upon a motion by Dr. Kevin Rogers and a second by Dr. Robert Green, the minutes from June 14, 2023, were approved with one edit received prior to the meeting from Ms. Emily Shaw.

2. Announcements

- Prior to the meeting, Dr. Ryan requested that Dr. Baham ask for volunteers to form a subcommittee that will discuss tuition waivers for non-resident students, particularly for courses related to internships.

The following members volunteered to serve on this subcommittee:

1. Dr. Melanie Loehwing
2. Dr. Darrell Sparks
3. Dr. Robert Green
4. Dr. Anastasia Elder
5. Ms. Bethany Mills
6. Ms. Emily Shaw

- Dr. Tabor Mullen needs honor code members. He requested that council members send him 3-4 names of people that would be willing to serve in this capacity.
- Ms. Lisa Stricklin requested, on behalf of Dr. Ryan, that all MOUs and MOAs be emailed directly to Dr. Ryan and copy Ms. Stricklin. Dr. Ryan would like all agreements sent in a Word format so any necessary changes can be made to the document.
- Dr. Anastasia Elder announced that the Undergraduate Summer Research Symposium is August 2nd.

3. AOP's

➤ **AOP's AOP 10.05: Nepotism**

A motion was made by Dr. Kevin Rogers and a second was received by Dr. Robert Green to accept this AOP as presented.

Dr. Tracey Baham stated that the section entitled "Review" is listed twice in the policy. The section at the top of the page will be deleted.

After a brief discussion, Dr. Baham recommended adding the following language to the policy: "Employees are prohibited from participating in the hiring process, or engaging in hiring decisions when a family member is an applicant. When situations arise, the employee must not engage in any part of the process, including, but not limited to serving on the search committee, engaging in the interview, or giving feedback about any of the candidates for the position."

Dr. Steve Bullard mentioned there are several instances where the word interest/interests is used incorrectly. Dr. Baham said she would review and make the necessary corrections.

AOP 10.05 was approved with the above-mentioned edits and will be sent to Deans Council for review.

4. New Business

Meeting adjourned at 2:00 pm