

**Associate Deans Council
January 10, 2024
Meeting Minutes**

Present: Peter Ryan, Tracey Baham, Steve Bullard, Tracey Craven, Jim Dunne, Anastasia Elder, Dana Franz, Robert Green, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Alicia Olivier, Bethany Mills, David Nolen, Sean Owen, Emily Shaw, Darrell Sparks, Katy Richey, Lisa Stricklin, Tina Gilliland

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

1. Consideration of the minutes

Upon a motion by Dr. Robert Green and a second by Ms. Christine Jackson, the minutes from December 13, 2023, were approved following typographical corrections.

2. Announcements

- Dr. Peter Ryan stated that three previously discussed AOP's were approved in Deans Council. Those AOP's are as follows:
 - AOP 12.04: Final Examination
 - AOP 12.18: Academic Amnesty for Graduate Students
 - AOP 12.26: Credit for Prior Learning
- The integrated plan that the graduate school recently submitted to the provost and the transformational change team included the goal of program training of graduate faculty and graduate students. One part of the goal is to focus on the training of graduate faculty regarding their mentoring responsibilities. The graduate school will need assistance in offering good practice and responsibility training of graduate faculty and students, especially if the training is delivered via asynchronous modules. Please direct anyone interested in assisting with graduate faculty and graduate student training to Dr. Peter Ryan or Dr. Jim Dunne. This will likely be discussed more in an upcoming council meeting.

3. AOP's

➤ **AOP 10.03: Deans Council and Associate Deans Council**

A motion was made by Professor David Nolen and was seconded by Dr. Darrell Sparks to accept AOP 10.03 as presented for discussion.

Dr. Robert Green recommended changing the word 'library' to 'libraries' in the first paragraph. Dr. Sparks recommended someone representing Enrollment or Admissions be on the committees. After a lengthy discussion regarding who should be included on each council, Dr. Melanie Loehwing made the motion to table this AOP and a second was made by Dr. Anastasia Elder for time to research titles and recent restructuring changes. Dr. Ryan stated he would make some of the changes to the policy that the council agreed upon and bring the policy back to the council. The council agreed and AOP 10.03 was tabled.

4. New Business

- Dr. Melanie Loehwing asked to hear from council members how they handle overload requests now that the university has more mini-term options. Dr. Loehwing stated that some students are asking for a ridiculous combination of classes that make it appear they are only taking five classes but adds up to twenty-seven hours. Dr. Ryan stated that there is an AOP that discusses student course load however it doesn't include mini-terms and should be brought back to council for changes.
- Dr. Green asked if the UCCC agenda and change notices be sent through the DDD email list. Dr. Ryan will see if this is possible.
- Dr. Dana Franz stated that the scantron software is changing/improving soon. An email with more information will be forthcoming.

- Ms. Christine Jackson announced that the Martin Luther King Unity Breakfast will be Monday, January 15, 2024, at the Mill Conference Center.
- Mrs. Lisa Stricklin reminded the council that advising award nomination requests will be emailed next week. Please nominate deserving faculty and staff for these awards.
- Dr. Ryan reminded everyone that academic appendices, affiliate agreements, MOUs and MOAs should be submitted to Dr. Ryan's attention so he can verify; 1) the affiliate agreements and MOU/MOA documents have been reviewed by General Counsel, and 2) that there is ample time to review all documents prior to seeking Dr. Shaw's and Dr. Keenum's signatures.
- Dr. Franz announced that the Institute for Higher Learning (IHL) periodically updates appendices templates on their website. Please be sure to use the most recent versions, which the UCCC website will have a direct link to the IHL webpage.

Meeting adjourned 2:55