

Associate Deans Council
June 26, 2024
Meeting Minutes

Present: Peter Ryan, Tracey Baham, Trey Breckenridge, Kayla Carr, Tracey Craven, Jim Dunne, Anastasia Elder, Dana Franz, Robert Green, Kim Hall, Lucy Mellen, Melanie Loehwing, Bethany Mills, Lynda Moore, Tabor Mullen, David Nolen, Andy Perkins, Kevin Rogers, Michael Seymour, Emily Shaw, Darrell Sparks, Shelby Tschume, Lauren Wright, Tina Gilliland

Dr. Peter Ryan 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 12, 2024, were approved.

2. Announcements

- Dr. Peter Ryan recently had someone inquire about whether a graduate student stipend would cover the cost of courses for a certificate beyond their major. Dr. Ryan stated that it depends on the stipend and what the department's expectations are, and what the stipend typically covers. Dr. Ryan is researching this in hopes of providing more clarity to the council.

3. Undergraduate Certificates – Dr. Dana Franz

- Dr. Dana Franz announced that the university is not authorized to offer undergraduate certificates to students. An email will be sent early next week to all university coordinators stating this and asking them to get this information corrected or removed from its location. The coordinators will also receive two documents that will assist with this endeavor.
- Current certificates can be changed to be endorsements or can be deleted for re-evaluation and brought back as a program modification, a minor, or a concentration.
- All undergraduate certificates must be removed from the catalog and web pages by August 2024. This includes printed documents also.
- UCCC will communicate all changes to IHL.

4. AOP's

➤ **AOP 12:12 Credit and Grades**

(subcommittee recommendations)

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

Dr. Melanie Loehwing, chair of the subcommittee recommended the following changes on behalf of the subcommittee:

- Delete the last row of the chart on page 2
- Include internship in the same category as clinical rotation, practicum, and other kinds of experiential learning.

The council agreed with both recommendations by the subcommittee.

AOP 12.12 was approved.

➤ **AOP 12.22: Undergraduate Student Course Load**

(subcommittee recommendations)

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

Mr. Trey Breckenridge stated that Banner does not have the means to track course registration for eight-week courses. It is being done ad hoc right now. Due to this issue, ITS does not have the ability to limit a student to enrolling in ten hours or less. Ms. Emily Shaw stated that her staff can run an audit report, however the departments will need to oversee this.

Dr. Loehwing stated that according to federal guidelines, the university's policy must have equivalent hourly limits across the terms. So, if we limit students to nineteen hours in the fifteen-week term, that numerical equivalent in the shorter terms has at least be our policy. The chart in AOP 12.12 shows how this is calculated so a reference to AOP 12.12 will be added to this policy in the first paragraph. Under number 4, "without special permission" will be added.

Dr. Loehwing will make the edits and recirculate the revised document to council members via email. AOP 12.22 was approved with the above-mentioned edits.

5. New Business

- There will be a farewell reception for Dr. Jason Keith on July 11, from 2:00-4:00 in the Elton King Seminar Room, McCain Hall.
- The first candidate for the Director of the Entrepreneur Center will be on campus on June 27.
- Dr. Dana Franz stated that program modifications and new degree programs need to be submitted to UCCC in time for the February meeting to receive IHL approval for the following August term.

Meeting adjourned 2:50 PM