

**Associate Deans Council**  
**March 12, 2025**  
**Meeting Minutes**

**Present:** Peter Ryan, Tracey Baham, Steve Bullard, Tracey Craven, Jim Dunne, Dana Franz, Kim Hall, Christine Jackson, Dominic Lippillo, Melanie Loehwing, Eric Moyen, Tabor Mullen, Andy Perkins, Kevin Rogers, Adrian Sescu, Michael Seymour, Emily Shaw, Darrell Sparks, Paul Spurlin, Shelby Tschume, Lisa Stricklin, Tina Gilliland

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

**1. Consideration of the minutes**

A motion was made by Dr. Kevin Rogers and seconded by Dr. Melanie Loehwing to accept the minutes from February 26, 2025, as presented with one spelling error mentioned by Ms. Shelby Tschume.

**2. AOPs**

**AOP 13.05: Faculty Grievance Procedures**

Dr. Ryan began by saying that the draft that will be discussed in today's meeting includes edits from General Counsel. A motion was made by Dr. Kevin Rogers and a second was made by Dr. Melanie Loehwing to accept the policy as presented.

After a very productive discussion regarding this policy, the following edits made by council members:

- Section 1(a), remove the last paragraph that begins with "Prior to filing a grievance..."
- Section 1(d), third bullet – change to read: University Promotion and Tenure Committee.
- Check to be sure that capital and lowercase letters are consistent throughout the document.
- Section 1(e), third bullet -delete the word "Appeals".
- Section 1(i), The last sentence should read "...notify the chair 10 calendar days...". It was further suggested deleted the word mediation in that same sentence.
- Throughout the document, the word Ombudsman should be replaced with Ombuds.
- Section 1(g) insert the word "typically"
- Section 3(b) Replace the word "must" with "should" in the first paragraph.
- Also, in section 3(b) insert the words "by the grievant" before "good faith".
- Section 4(i) add the word "significant" in the second sentence,
- Section 4(iv) change "his" to "their",
- In section 5, change to calendar days.
- Section 5(i) change "An audio recording" to "A recording".
- Section 6, change to calendar days.
- Section 6 add "or other materials."
- Section 6, paragraph two should read: "Neither party may compel a witness to participate in the process. Witnesses may volunteer to participate by either providing a written statement of appearing in person.
- Section 7, first sentence, delete the word "Hearing".
- Section 7(i) change "An audio recording" to "A recording".
- Section 7(ii) and (iii) add "and other materials".
- Section 7(iv) insert "up to" one hour.
- Section 7(vi) the word reconvene is misspelled and should be corrected.
- Section 8 change "his/her" to "their". Also insert "Grievant" (Panel) in the first sentence

Council Members agreed to the above-mentioned edits and the AOP was approved.

Meeting adjourned 3:15 PM