

**Associate Deans Council**  
**June 11, 2025**  
**Meeting Minutes**

**Present:** Tracey Baham, Robert Banik, Sawyer Bowering, Steve Bullard, Anastasia Elder, Robert Green, Kim Hall, Brien Henry, Lily Hudson, Dominic Lippillo, Melanie Loehwing, David Nolen, Andy Perkins, Kevin Rogers, Emily Shaw, Darrell Sparks, Paul Spurlin, Lisa Stricklin, Jason Tiffin, Shelby Tschume, Lauren Wright, Logan Link, Matt Livine, Tina Gilliland

Dr. Tracey Baham 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. Robert Green to accept the minutes from May 28, 2025. The minutes were approved with the following edit requested by Ms. Emily Shaw:

- New Business, the fourth bullet should read: “The Registrar’s Office along with the Graduate School will be transitioning to clearing students in Degree Work.”

**2. Overload Form – Ms. Emily Shaw**

- Ms. Emily Shaw opened the discussion by stated that the Overload Form and AOP 12.22 needs to have consistent language when referring to ‘overloads’ and the new ‘banded tuition.’
- Dr. Robert Green requested that the council delete ‘Beginning in the Fall 2025’ from the Student Course Overload Form. The council agreed.

**3. AOP 12.22: Undergraduate Student Course Load**

- A motion was made by Dr. Melanie Loehwing and seconded by Dr. Kevin Rogers to accept the policy as presented.  
Dr. Tracey Baham stated that this policy has previously been tabled in Associate Deans Council and Deans Council and both groups created sub-committees to review the policy. Given feedback from various constituencies that the previous version of the policy was overly complicated.

Dr. Loehwing suggested that mini-term course loads should be limited, and it should clearly be stated in the policy.

Professor Robert Banik requested language referencing mini terms be included in Section (1a).

Dr. Spurlin suggested simplified language to consider a limit of 19 credit hours during the fall and spring semesters or the equivalent in clock hours during any week of shortened-format terms.

Dr. Loehwing will work on a chart to include in the policy that will aid advisors when working with students on their course loads.

After a lengthy discussion, Dr. Baham suggested that we table the policy for further discussion. Council agreed.  
AOP 12.22 is tabled.

**4. Announcements**

- Dr. Brien Henry invited all council members to a Graduate School event, “Corn Cooking” on June 20<sup>th</sup>.

*Meeting adjourned 2:39 PM*