

**Associate Deans Council**  
**June 25, 2025**  
**Meeting Minutes**

**Present:** Tracey Baham, Robert Banik, Steve Bullard, Kayla Carr, Jim Dunne, Brien Henry, Dominic Lippillo, Melanie Loehwing, Bethany Mills, Lynda Moore-White, David Nolen, Alicia Olivier, Kevin Rogers, Emily Shaw, Deanna Smith, Darrell Sparks, Shelby Tschume, Cat Walker, Lauren Wright, Shelby Gerguson for CFA, Kiley Forsythe for CDE, Logan Link for Athletic Academics

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. Melanie Loehwing to accept the minutes from June 11, 2025. The minutes were approved unanimously as presented.

**2. AOPs**

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

A motion was made by Dr. Rogers and a second was received by Dr. Loehwing, as chair of the sub-committee, provided the following context and an explanation of the guidelines for the policy:

- Dr. Baham pointed out that clock hours need to be revised throughout to contact hours.
- Ms. Moore-White requested that we remove language reference “developmental” since that program was disbanded a few years ago. Mr. Banik suggested the terminology of “remedial” instead.
- Ms. Shaw requested that we remove references to “ensemble” to simplify the statement about total credit hour loads.
- Dr. Loehwing mentioned that she would add another chart to the Excel spreadsheet to calculate load limits for students not in good standing.
- Dr. Baham stated her intention to add the attachments to the policy on the policy web site as reference material.
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➤ **AOP 12.26: Credit for Prior Learning**

A motion was made by Dr. Rogers and a second was received by Dr. Loehwing. Dr. Baham provided context for adding other standardized examinations to the list of credit by examination. Dr. Loehwing described the examination the Department of CMLL would like to consider.

- Dr. Sparks added department heads or equivalent and academic deans to the approval chain.
- Council discussed the merits of specifying “program faculty” as opposed to “faculty” and decided to keep the language as presented.
- The council discussed whether to remove the language about implementing credit by portfolio and decided to leave the language as currently written.

**3. Announcements**

- Dr. Baham reminded the Council about the luncheon on July 9 at noon in the Templeton Room, Mitchell Memorial Library.

Meeting adjourned 2:05 PM