

**ACADEMIC DEANS COUNCIL
MEETING MINUTES
February 5, 2009**

Attending: Ronn Hy, Albert Ruiz (representing Education), Dann Brown, Sonny Davis, Tom Fields, Duane Gardiner, John Chisholm (representing Engineering), Carol Tipton, Pam Trant, Allen Rasmussen, Rick Aukerman, Robert Diersing, Nancy KingSanders, Frank Ureno and Bruce Schueneman

I. Announcements/Discussion/New Business

- A) Deans will meet on February 10 at 1:30 (*rescheduled to 2:00*) in the Provost's Conference Room to review lab equipment needs.
- B) Summer School concerns were expressed. It was a suggestion that a warning be added to the Blue and Gold log-in screen indicating the new schedule format. Deans must inform their faculty of this change. Additionally, Dr. Brown volunteered to meet with the Faculty Senate regarding the change in format.
- C) A discussion was held regarding whether or not to place a "permit to register" hold on hybrid courses so that students would have to contact their college for clarification of a hybrid course. The first plan of action is to see if Talisma or CIS can send an automatic e-mail to students registering in a hybrid course giving the definition of "hybrid." A second option is to add the "permit to register" in Banner.
- D) Additional discussion was held regarding the development of the Academic Plan. Deans are to select three objectives they would like to work with. Additionally, the deans and Mr. Schueneman will send Dr. Hy the names of five faculty and/or chairs who would be interested in participating in this activity. This information is to be submitted by February 10.
- E) Low enrolled courses were discussed. Dr. Davis is working to further develop *Guidelines for Low Enrolled Courses*. After some discussions, it was determined low enrollment forms do not need to be submitted for composite courses that together do not constitute a low enrolled course, non-credit courses, or voluntary overloads. (*We are verifying whether or not low enrolled course requests are necessary for voluntary overloads.*)
- F) It was suggested that Dr. Hy have a meeting with depart chairs to review the new summer format, hybrid courses, low enrolled course requirements, faculty evaluations, space utilization, five-week grade requirements, etc.

- G) Dr. Hy announced that the dates for summer pay will continue as in the past --- Session I June 1-July 15; Session II July 15-August 31; Total Summer Session June 1-August 31. He visited with Payroll, as well as the President of the Faculty Senate, regarding this matter.
- H) Drs. Davis, Rasmussen, John and Fields have met to discuss the redefining of loads and will bring a proposal to the ADC when it is complete.
- I) Dr. Diersing made two announcements.
 - 1. IT auditors are currently on campus. One item of concern is that too many individuals have access in Banner to remove holds. A change will need to be made regarding this matter.
 - 2. Rogue wireless access points on campus have been identified and will be eliminated with the update in our security to the Bradford system.
- J) Dr. Gardiner distributed Handout #2 Draft – Program-Level SLO Assessment. If there are suggestions for change in this proposal, they are to be submitted to Dr. Gardiner by the end of the week.
- K) Dr. Brown asked that an item be included in the next ADC meeting agenda to include intervention with students on enforced withdrawal/scholastic probation.
- L) A discussion was held regarding the requirement of faculty to submit 5-week grades for freshman and sophomore students.

II. Dates and Deadlines

- A) Recommendations for 1st Year Probationary Faculty Continuation or Non-Reappointment due to Provost – February 18
- B) Inauguration Practice – February 19 – 2:30 pm
- C) Inauguration – February 20, 2009 – Processional Line-Up 12:30 pm;
Installation 1:00 pm
- D) Training of Deans for Academic Plan – February 25 – 1:30 pm – Olga Paul Conference Room
- E) All-Day Workshop for Academic Plan – March 10 -- Founders' Room – 8:30 am
- F) Promotion/Tenure Files due to Provost – March 16
- G) Recommendations for 3rd-5th Year Probationary Faculty Continuation or Non-Reappointment due to Provost – May 4
- H) Post-Tenure Review Report and Development Plan due to Provost – May 4
- I) Commencement Practice – May 15 – 3:00 pm
- J) Honors Reception – May 16 – 9:00 am
- K) Commencements – May 16 – 11:00 am; 2:30pm