

Academic Council Meeting
September 21, 2016
3:00 p.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Dr. Dale Bower, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, Dr. Phil Tappe, Mr. Dan Boice, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Carol Dolberry, and Ms. Rita Hyatt. Guest: Ms. Treshai Hudspeth.

The minutes of the September 14, 2016 meeting were approved.

Dr. Doss stated that additional Blackboard training would be provide as needed. Ms. Hudspeth reminded the Council that email was sent to faculty about on-line Blackboard training. She encouraged the faculty to complete the training module and call or email their office if faculty have any questions.

Dr. Doss discussed that faculty and deans have the right to refuse to sign the Reinstatement Request for students to get back in classes. Some faculty sign the reinstatement form but, the student has never attended class. Ms. Dolberry stated that the instructors must include the last dates of attendance on form. Dr. Doss indicated that 51 students were dropped for not finalizing their bill and only 11 students were reinstated back into classes.

Dr. Doss encouraged faculty not to change the textbook after the textbook adoption form deadline, that the situation becomes problematic for the student and the Bookstore.

Dr. Doss provided the Council with a binder on the HLC Criteria for Accreditation. We will have a 4 Year Assurance Review and the institution submitted four dates for review: one in Fall 2018, one in Spring 2019 and two in Summer 2019. Dr. Doss stated the HLC Annual Report should be an ongoing process. She asked that every unit should look at each criterion and review it based on their own unit. Dr. Doss stated she has been asked to review the Academic Policy. To have some shared ownership of the policies, she asked the Council to review the academic policy. One or two policies would be emailed to the Council to be discussed at the next meeting. Dr. Doss provided the Council with an example of faculty required office hours from the Faculty Handbook. She stated the faculty office hour policy was left open to some interpretation by the faculty.

Dr. Doss reminded the Council of Parent/Family Appreciation Day activities on Saturday, September 24. She stated the COT campuses were encouraged to attend the event.

Dr. Doss reminded the Council of the inaugural celebration for Chancellor Karla Hughes scheduled for the week of October 17-22.

Dr. Doss reminded the Council that Dr. George Mehaffy, AASCU Vice-President for Academic Leadership and Change, will be on campus September 28. She encouraged everyone to attend Dr. Mehaffy's lecture at 10:15 a.m. in the Library Conference Room A. He will discuss topics regarding academic leadership that produces success in a changing higher learning environment.

Dr. Doss reminded the Council to schedule a training session with the academic advisors on the specific content in their unit.

Dr. Doss talked about space inventory, the available use of office space. She encouraged the Council to notify Christy Pace if any changes occur.

Dr. Doss stated if the deans need Mr. Jay Jones to discuss performance funding with their unit to please email Mr. Jones to schedule a meeting.

Mr. Hairston provided an update on Student Success Collaborative. He asked who should have access to the Institutional Research Data? The Council discussed that only deans and administrative specialists for the dean should have access to data.

The Council discussed C & S proposals from the School of Education. The Council approved the proposal. The C & S proposals from School of Forestry and Natural Resources will be discussed at the next meeting.

The next Dean's meeting will be Wednesday, October 5, 2016 at 3:00 p.m. in the Sandra Campbell Conference Room.

The meeting adjourned at 4:50 p.m.