

**Deans Council Meeting Minutes**  
**April 2, 2017**  
**2:00 p.m.**  
**Sandra Campbell Conference Room**

Present: Dr. Peggy Doss, Dr. Dale Bower, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, Ms. Kim Level, Dr. Phil Tappe, Ms. Kathy Anderson, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Andrew Williams, and Ms. Rita Hyatt. Guest: Ms. Crystal Halley, Mr. Mike Owens and Ms. Amy Dreher

The minutes from the March 28, 2017 meeting were approved.

Ms. Halley provided information on faculty evaluations by students. She stated we had about a 30% completion rate on evaluations. Faculty will receive the Spring 2017 evaluations around May 18. Please let Crystal know if you do not want to evaluate intersession course.

Mr. Owens and Ms. Dreher provided a demonstration with the Council on the revised advisement page in WeevilNet. Mr. Owens asked for approval from the Council to put the revised advisement page into production. The Council approved request.

Dr. Doss talked about the pre-registration process and if faculty are using the new EAB appointment system where students could make an appointment to meet with them. Please send the names of faculty not using the appointment calendar to Mr. Hairston.

Dr. Doss stated that Dr. Clubb, Dr. Evans and Dr. Bower are reviewing the Deans evaluation.

Dr. Doss reminded the Council about Textbook Adoption Forms for any course(s) added to schedule after the April 1st deadline. The Dean must submit a letter to the Office of Academic Affairs indicating why the course was added after the deadline along with the Textbook Adoption form.

Dr. Doss reminded the Council that Scholar's Day is Monday, April 17.

Dr. Doss reminded the Council about no activities including meetings, social events, and fund-raising activities are permitted in the 24 hours prior to the start of the official final exam period, which is May 3 through May 9.

Dr. Doss reminded the Council that the final exam period is May 3 through 9 and that all classes are expected to meet during that time. The "Request to Take Final Exam Early" form must be completed for any student who has extenuating circumstances. ALL SPRING 2017 GRADES are due by 10:00 a.m. on Wednesday, May 10.

Dr. Doss reminded the Council that Commencement will be Friday, May 12 at 10:00 a.m. and 2:00 p.m. in the Steelman Field House.

Mr. Hairston talked about EAB institutional reports.

Important Dates were noted:

Pre-registration (April 3-14)

Faculty Evaluations by Students (April 3-14)

Last day to drop a session 8W2 class. Grade will be W. – April 18

The meeting adjourned at 4:05 p.m.