

**Deans Council Meeting Minutes**  
**April 18, 2017**  
**2:00 p.m.**  
**Sandra Campbell Conference Room**

Present: Dr. Peggy Doss, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, Ms. Kim Level, Dr. Phil Tappe, Mr. Dan Boice, Dr. Laura Evans, Mr. Brian Hairston, Dr. Morris Bramlett, and Ms. Rita Hyatt.

The minutes from the April 4, 2017 meeting were approved.

Mr. Boice talked about HLC upcoming accreditation.

Dr. Doss provided handouts on understanding student retention and withdrawals.

Dr. Doss provided the Council with an updated operating procedure on compensation for teaching summer term. She asked Unit Heads to provide a list of all faculty working during Summer I and II to Ms. Hyatt and to complete the summer school spreadsheet.

Dr. Doss give the Council an outline of 8-semester template. She gave the deans a deadline of June 15 to make changes and sent to Ms. Hyatt.

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.

Dr. Doss stated that the Deans need to give more notice for end-of-year banquets.

Important Dates were noted:

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

Student Response to Faculty Evaluation using Blackboard for Spring 2017

Textbook Adoption Form

Any changes after April 1 must be submitted with letter from Dean explaining why request is late

The meeting adjourned at 4:15 p.m.