

Deans Council Meeting Minutes
May 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, Mr. Dan Boice, Dr. Laura Evans, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Dr. Brandy Haley, Crystal Halley, and Ms. Rita Hyatt. Guest: Dr. Suzanne Guizar, Dr. Andrew Nelson, Hannah Berman, Sarah Haughenbury, and Tyler Harrison.

Dr. Suzanne Guizar and Dr. Andrew Nelson provided a lecture about the presentation on excellence in faculty teaching and advising.

The minutes from the April 18, 2017 meeting were approved.

Dr. Doss talked about the 2018 budget.

Dr. Doss provided handouts on timeline concerning approval for new /or changes on existing programs to be submitted to Chancellor Office.

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.

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.

10:00 am ceremony (arrive at 9:00 am) *

School of Agriculture
School of Arts and Humanities
School of Business
School of Computer Information Systems
School of Education

2:00 pm ceremony (arrive at 1:00 pm) *

School of Forestry Resources
School of Mathematical and Natural Sciences
School of Nursing
School of Social and Behavioral Sciences
Division of General Studies

Ms. Halley discussed pre-registration dates for incoming freshman and transfer students on June 12-14 and July 10-11. The registration will be setup like Scholars Day.

The Council was asked to notify Ms. Halley about course evaluations for faculty in summer school.

Dr. Bramlett provided the Council with recommendations concerning mid-term grades and attendance policy. Dr. Doss would like to see a policy developed and submitted to Council.

Dr. Doss talked about general education courses taught at the COT campuses. She stated that all general education credit taught at the COT campuses will be supervised by the Dean at the Monticello campus. The Dean at the Monticello campus is to approve faculty to teach classes and to collect the syllabi for each class. The only exclusion to the rule is PE 2113 Nutrition.

Important Dates were noted:

- Textbook Adoption Forms
Any changes after April 1 must be submitted with letter of explanation for lateness
- No activities within 24 hours prior to final exam week
- **May 4: List of Summer I and II faculty to Ms. Hyatt**
- **May 10 at 10:00 a.m. -- Deadline for Grade Submission**
- Annual Report Working Group – Dr. Doss
- Deans' Evaluation's – Dr. Doss

- Final Exam Week– Dr. Doss
 - Copy of Final Examination Schedule
 - All classes are required to meet during final exam period
 - Request to take Final Exam Early (May 3-10)
 - **Deadline for Grade Submission – May 10 at 10:00 a.m.**

The meeting adjourned at 4:51 p.m.