

Deans Council Meeting Minutes
August 8, 2017
10:00 p.m.
Academic Affairs Conference Room

Present: Dr. Peggy Doss, Dr. Laura Evans, Dr. Rick Clubb, Dr. Lou James, Dr. Denise Baldwin, Dr. Phil Tappe, Dr. Brandy Haley, Mr. Brian Hairston, Ms. Crystal Halley, Ms. Linda Rushing, Ms. Janie Carter, Mr. Bob Ware, Ms. Sharon Cantrell, and Ms. Rita Hyatt.

The minutes from the August 1, 2017 meeting were approved.

Ms. Halley discussed advising students for the upcoming semester. She provided the Council with a copy of Welcome Week 2017 for the Freshman students. Dr. Doss encouraged faculty/staff to attend events.

Ms. Dolberry will email to the Deans the list of academic standing for students enrolled in Spring 2017 semester.

Dr. Evans provided the Council with a list of WIOA approved programs with expiration dates

Dr. Doss provided the Council with a template for face-to-face and on-line/hybrid course syllabus. She stated that the deans should review every syllabus before submitting to the Office of Academic Affairs.

Dr. Doss talked about the concerns of proxy signature on campus forms. She stated that administrative specialists should not be signing any forms for the dean. Deans should review forms carefully before signing.

The Council discussed the need for Academic Affairs to sign off on Course Substitution Forms. The Council agreed to remove VCAA signature from the form. Crystal and Rita will update the form.

The Council discussed scheduling an event with students to talk about “not happy with your major or not sure what I want to be.” This event would also include the technical campuses. Have the faculty to reach out to students before pre-registration, mid-term grades.

Dr. Doss reminded the Council of Professional Development Week starting on August 14.

Mr. Hairston will send out an email about the EAB training sessions during PWD on Tuesday and Wednesday. Some sessions will be a review of past training and others are new information on academic alerts, attendance. Both sessions will be the same, faculty would only attend one of the sessions.

Dr. Doss discussed new advisor training. The Council approved additional advisor training for all 1st year faculty and other faculty that the Dean encourage them to attend. The additional training session would be offer once a semester before pre-registration.

Dr. Doss reminded the Council that faculty should have office hours every day with one hour in morning and one hour in the afternoon.

Important Dates:

- Annual Report due on August 14
- Dates for Fall 2017

Students who pre-registered can make changes to schedule – August 14 and 21

Fall Move-In Day on Sunday, August 20th

New student orientation – August 21

Open registration – August 22

First day of class – August 23

Last day to register or add classes – August 25

The meeting adjourned at 12:10 p.m.