

**Deans Council Meeting Minutes**  
**May 31, 2018 at 2:30 p.m.**  
**Sandra Campbell Conference Room**

Present: Dr. Peggy Doss, Ms. Crystal Halley, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Lou James, Ms. Kim Level, Dr. Phil Tappe, Dr. Rob Ficklin, Mr. Dan Boice, Dr. Brandy Haley, Dr. Kelly Bryant, Mr. Brian Hairston, Dr. Morris Bramlett, Mr. Bob Ware, Ms. Sharon Cantrell, and Ms. Rita Hyatt.

The minutes from the May 2, 2018 meeting were approved.

Dr. Doss led an activity on student evaluations comments concerning the students likes and dislikes of their classes.

Dr. Doss discussed the changes to the Parent/Family Appreciation Day scheduled for September 22. The large white tent will be set up around the Weevil Pond with tables for units to have a meet and greet for students and parents.

Ms. Halley discussed pre-registration June 11-13 and July 9-10. She stated the set-up would be same as Scholars Day. General Studies will be set-up in the Library Conference Room A.

Ms. Halley gave an update on the Degree Pathways/Appeal. She stated the committee met for the first time today. The committee members are Mr. Mark Spencer, Dr. Morris Bramlett, Dr. Rick Clubb, Ms. Tawana Greene, Ms. Carrie Johnson, and Ms. Sharon Cantrell. Ms. Halley stated that no remedial student can take an on-line class until they have completed English and math courses. She will also start removing students with low ACT scores and placing them in tech courses.

Dr. Doss talked about digital textbooks.

Dr. Doss talked about faculty evaluations and how you document English proficiency assessment. We could add a box on faculty evaluation form.

Dr. Doss led the Council in a general discussion on unit strategies to increase enrollment. We could showcase one or two programs per month.

Dr. Doss talked about submission of final grades for spring 2018. Some faculty thought they had completed grade rosters. Dr. Doss reminded the Council how important it is to submit grades on time.

Dr. Doss addressed the policy concerning student travel. She stated that faculty must travel with students at all times.

**Important Dates:**

Last date for application for admission for fall 2018 – August 8

Annual Report Due – August 10

Dean's Evaluation Due –August 10

The meeting adjourned at 4:33 p.m.