

Deans Council Meeting Minutes
September 18, 2018 at 2:00 p.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Ms. Crystal Halley, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Marsha Clayton, Ms. Kim Wilkerson, Dr. Brandy Haley, Mr. Dan Boice, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Linda Rushing, Ms. Misty Paschall, Mr. Bob Ware, Ms. Sharon Cantrell, and Ms. Rita Hyatt. Guest: Mr. Bryan Fendley.

The minutes from the September 6, 2018 meeting were approved.

Mr. Fendley talked about the EAB reporting. He encouraged everybody to use the appointment campaigns on the next pre-registration event. The Council questioned if the data in EAB is correct. The information reported should be true 4-year results (remove ECHS, graduate, and COT's). Mr. Fendley will provide additional training to units if needed.

Dr. Doss announced that the Degree Pathways passed at the BOT meeting.

Dr. Doss reminded the Council of the pre-registration schedule and encouraged the dean to ask the faculty to use the appointment campaign.

Dr. Doss talked about 15 to Finish/Scholarship requirements. Students don't seem to understand they need 15 hours per semester for scholarships. Please encourage our faculty to enroll students in 15 hours.

Dr. Doss discussed the Parent/Family Appreciation Day on September 22 with a meet & greet with faculty/staff immediately following the 10:30am Walk of Champions. Every unit must have a table. Please encourage your faculty to attend this event and show their support. Dr. Doss asked for suggestions about the KHBM radio advertisement.

Dr. Doss stated that student recruitment should be included in the Strategic Plan.

Dr. Doss reminded the Council that faculty course evaluation using Blackboard begins November 4 and ends November 18. Please encourage students to complete the faculty survey.

Dr. Doss reminded the Council to complete 8-semester plan and post to the website and to conduct advisor training.

Dr. Doss provided the Council with a copy of policy concerning Notification of Off-Campus Travel of Students. She encouraged the faculty to provide a one week notice when students will be away on school events.

Dr. Doss provided the Council with a copy of the Annual Faculty Evaluation timetable and asked each member to notify his/her faculty of the deadlines.

Important Dates:

December Commencement Ceremony – December 14 (Friday)

Mid-Term Grades:

<u>Fall 2018</u>	<u>Last Day to Drop</u>	<u>Mid-term Grade Posted/Due</u>
6 Week Sessions	September 21	September 14
8 Week 1 Sessions	September 26	September 19
8 Week 2 Sessions	November 16	November 9
Full Term	October 31	October 24

Dates for Fall 2018

September 26 (Wed) – Last day to drop a session 8W1 class. Grade will be W.

September 28 (Fri) - Deadline to apply for May graduation.

October 11 (Thurs) – Last day of session 8W1 classes.

October 15 (Mon) – First day of sessions 8W2.

October 31 (Wed) - Last day to drop a session 1 class or withdraw from the term (not applicable to other sessions). Grade(s) will be W.

The meeting adjourned at 4:05 p.m.