

Deans Council Meeting Minutes
January 22, 2019 at 1:30 p.m.
Sandra Campbell Conference Room

Present: Dr. Peggy Doss, Ms. Crystal Halley, Dr. Rick Clubb, Mr. Mark Spencer, Dr. Marsha Clayton, Ms. Kim Level, Dr. Rob Ficklin, Dr. Brandy Haley, Mr. Dan Boice, Mr. Brian Hairston, Dr. Morris Bramlett, Ms. Caroline Johnson, Ms. Linda Rushing, Ms. Misty Paschall, Mr. Bob Ware, Ms. Elaine Hargraves, and Ms. Rita Hyatt. Guest: Ms. Rachel Young and Ms. Renea McClendon.

The minutes from the December 7, 2018 meeting were approved.

Ms. Rachel Young talked about Platform Q Education which is a student engagement software designed to recruit prospective students by creating online events, webcasts, and chats. After a recording is released, the system will generate a report detailing who viewed it, what their interests are and provide the student's contact information. Ms. Young stated the Admissions Office would like to upload information on UAM degree options on February 12 and would like a brief recording from every unit.

Ms. Renea McClendon discussed the changes concerning the Title IX procedure. She stated we need more people to be involved in how we handle a complaint to make sure we are in compliance with the procedure. We need about 20 people to be certificated as a Title IX investigator. We will need (2) Advisors, (1) Investigator, (3) Hearing panel/decision makers, and (3) Appeal panel members. We are bringing a trainer to campus to host a two-day Title IX investigator training on March 4 & 5. This training will be open to all members of our campus on March 4. Any faculty or staff member may attend March 4 to learn more about the purpose of Title IX and how it impacts our campus. Only those who want to be certificated will attend both days. Please send names to Dr. Doss or Ms. McClendon of those who plan to be certificated in Title IX training.

Dr. Doss talked about social media posts by student, faculty and staff. Everyone should be careful about what they say. Dr. Doss encouraged the Council to share information with faculty/staff and students.

Ms. Halley provided the Council with a copy of the University Student Learning Outcomes. These outcomes should be discussed in each unit's annual report. Please share any concerns with Ms. Halley by January 25.

Dr. Doss reminded the Council to submit timesheets weekly and to also remind faculty to do the same. The request for leave should be submitted to their supervisor prior to leave being used.

Dr. Doss talked about faculty setting the tone for learning. Faculty should be lifting students up not using scare tactics. Just remember everyone learns in different ways.

Dr. Doss talked about leadership training opportunities. Be sure to assign a mentor for new faculty/staff.

Dr. Doss discussed faculty reminders:

Class Attendance

Mid-term Grades

Change of Grades

Faculty Office Hours

Blackboard for Supplemental Instruction for all classes

Reporting Students Who Never Attended Spring 2019 Classes by Jan. 28

Dr. Doss reminded the Council of the upcoming Winthrop Rockefeller Distinguished Lecture Series featuring best-selling author, Liz Murray on February 5, 2019 at 5:30 p.m. in the Fine Arts Center Auditorium.

Dr. Doss discussed important dates:

Annual Faculty Evaluations deadlines

Census Date – January 23

Last day to drop a session 8W1 class. Grade will be W. – February 13

Deadline for Performance Evaluations for Classified Employees – February 15

Deadline to apply for August and December graduation. – February 22

Last day of session 8W1 classes – February 28

First day of session 8W2 classes – March 4

60% point for regular Spring 19 classes – March 15

Last day to drop a session 1 class or withdraw from the term (not applicable to other sessions). Grade(s) will be W. – March 27.

Last day to drop a session 8W2 class. Grade will be W. – April 3

Grades for Spring 2019:

Term for Spring 2019	Last Day to Drop	Mid-term Grade Posted/Due
6 Week Sessions	February 8	February 1
8 Week 1 Sessions	February 13	February 6
Full Term	March 27	March 20
8 Week 2 Sessions	April 12	April 5

The meeting adjourned at 3:50 p.m.