

# Council of Academic Deans

Approved Minutes

January 5, 2022

9:00 am

Zoom

---



**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Mary Duffy (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB)

**Guest(s):** Charles Guest, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chaudhury, Sal Liberto, Kelly Osterbind, Beth Shepard, Delwar Hossain, Ashley Law, Julie Estis

1. Minutes of the November 17, 2021 meeting were approved as distributed.
2. Revised Student Academic Conduct Policy: Dr. Harold Pardue reviewed the proposed changes to the current Academic Misconduct policy. Dr. Pardue will contact representatives from the Student Government Association and the Faculty Senate for feedback on the changes prior to the Provost's approval of the updated policy.
3. Returning Student Enrollment: Dr. Nicole Carr gave an update on the current returning student enrollment totals as compared to this time last year including potential barriers that students may face when enrolling.
4. COVID Update: Dr. Julie Estis gave an update on the recent trends in COVID cases in the community and on campus. Dr. Estis reviewed the policy on reporting positive COVID test results and options for handling employee and student absences.

# Council of Academic Deans

Approved Minutes

February 2, 2022

9:00 am

Zoom

---



**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders(LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Bobbie Hancock, Andre Green, Nicole Carr, Angela Coleman, S. Raj Chaudhury, Sal Liberto, Ashley Suggs, Anjie Davis, Beth Shepard, Delwar Hossain, Julie Estis

1. Minutes of the January 5, 2022 meeting were approved as distributed.
2. FS 1017 Promotion Policy for Non Tenure Track Faculty And Instructional Track Appointments: Item was tabled for discussion at the next meeting.
3. Student Success and Enrollment: Dr. Nicole Carr gave an update on the current cohort's success and enrollment.
4. Update on HEERF/CARES Funding and Spending for Classroom Technology: Dr. S. Raj Chaudhury gave an overview of the HEERF/CARES funding that has been used for classroom technology upgrades and discussed plans for continued improvements.
5. Peer Faculty Salary Survey: Dr. Charles Guest updated the deans on the current status of the Peer Faculty Salary Survey.
6. Tuition Study: Dr. Guest informed the group that Kennedy and Company, a consulting firm, is conducting a tuition study for the university. Kennedy and Company will review tuition models from across the country and make recommendations based on the findings.
7. Library Daily Digest Announcement: Dr. Guest addressed a recent announcement in the Daily Digest regarding periodical subscriptions and assured the deans that the university leadership would be working with them to review the needs of the colleges and maintain critical subscriptions.
8. COVID Update: Dr. Julie Estis gave an update on the recent trends in COVID cases in the community and on campus. Dr. Estis reviewed the policy on reporting positive COVID test results and options for handling employee and student absences.

# Council of Academic Deans

Approved Minutes

February 16, 2022

9:00 am

Zoom

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders(LIB), Heather Hall (NURS), Todd Andel (SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

Guest(s): Charles Guest, Andre Green, Beth Shepard, Edmund Spencer, Julie Estis

1. Minutes of the February 2, 2022 meeting were approved as distributed.
2. COVID Update: Dr. Julie Estis gave an update on the recent trends in COVID cases in the community and on campus. Dr. Estis reviewed the upcoming changes to the campus masking policy.
3. FS 1017 Promotion Policy for Non Tenure Track Faculty And Instructional Track Appointments: The deans requested that the Faculty Senate submit the new policy along with the last redlined draft of the policy and the current Promotion for Tenure Track Faculty policy for the deans to review in advance of the next meeting.
4. Contractual Agreements or MOU's: Dr. Charles Guest gave a reminder that any units entering into an agreement or MOU with an outside entity should include Academic Affairs in the contract approval queue with the exception of internship and other high volume and common agreements.
5. President's Visits: Dr. Andi Kent discussed the president's preferred format for the upcoming visits with each of the colleges and departments. Deans and Directors are encouraged to use the time with the Provost and President in a way that fits the needs of their unit and to communicate any expectations they may have for President Bonner's visit with Academic Affairs well in advance of their scheduled date.
6. Other: Dr. Andi Kent announced that in-person CAD meetings will resume beginning with the next meeting on March 2, 2022.

# Council of Academic Deans

Approved Minutes

March 16, 2022

9:00 am

Zoom

---



**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Doug Marshall (HON), Debra Chapman (SOC)

**Guest(s):** Andre Green, Bobbie Hancock, Angela Coleman, Julie Estis,

1. Minutes of the February 16, 2022 meeting were approved as distributed.
2. **MÉPLE Mentoring:** Dr. Shelley Holden and Dr. Lisa LaCross presented information on MÉPLE Mentoring, which is scheduled to launch in fall 2022. MÉPLE will provide a mentoring program for all ranks within the University.
3. **Technology Proficiency General Education Requirement:** Dr. Angela Coleman proposed the removal of the Technology Competency from the General Education Requirements. A motion to approve was made by Dr. Susan Gordon-Hickey, seconded by Dr. Heather Hall and passed unanimously.
4. **Other:**
  - a) Dr. Angela Coleman reminded the deans and directors to review the Strategic Plan draft that was emailed on February 24, 2022 and to provide feedback by March 3, 2022.
  - b) Dr. Rick Carter announced that Global USA is hosting a Peace Vigil in support of Ukraine on Wednesday, 1:00 pm, at the Moulton Bell Tower.

# Council of Academic Deans

Approved Minutes

March 16, 2022

9:00 am

Zoom

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders(LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD)

Guest(s): Andre Green, Bobbie Hancock, Angela Coleman, Julie Estis

1. Minutes of the March 2, 2022 meeting were approved as distributed.
2. QEP & SACS Update: Dr. Angela Coleman reviewed our SACSCOC decennial reaffirmation timeline and the role that the University Strategic Plan has in our accreditation. Dr. Julie Estis updated the deans on the QEP 2023 development timeline and briefed them on the contributions of the Student Success Team who are serving as the QEP Advisory Committee.
3. FS 1017 Non-Tenure Track Professorial Level Positions, Instructional Track Appointment and Promotion Policy: Dr. Andre Wierzbicki presented a brief history of the policy and highlighted proposed changes by the Faculty Senate in the newest version. Dr. Wierzbicki, Dr. John Kovaleski, and Dr. Susan Gordon-Hickey will edit the policy using notes received from the dean's discussion to be presented at a future meeting.
4. University-wide Student Business Showcase: Dr. Alvin Williams announced the University-wide Student Business Showcase on April 23 at the Mitchell College of Business. To encourage entrepreneurship, student business owners from all colleges are invited to participate and to showcase their ideas, products, and services.

# Council of Academic Deans

Approved Minutes

March 30, 2022

9:00 am

AD 324

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Charlie Erwin, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HON)

Guest(s): Charles Guest, Bobbie Hancock, Nicole Carr, Anjie Davis, Kelly Osterbind, Angela Coleman, Lisa LaCross, Delwar Hossain, Beth Shepard, Gordon Mills, Brigitte Soderlind, Margaret Sullivan, Joel Erdmann, Kelly Wood, Lauren Williams, Jeff Cummings

1. Minutes of the March 16, 2022 meeting were approved as distributed.
2. Revised Draft of the Scholarship Award Survey: Margaret Sullivan presented a revised draft of the scholarship award survey and reviewed data on unawarded scholarships for the 2020-2021 academic year. Any proposed edits to the survey should be sent to Ms. Sullivan no later than April 8, 2022.
3. Title III Second Year Experience program: Dr. Nicole Carr and Dr. Lisa LaCross presented a new mentoring program open to all faculty. Faculty members may self-nominate as well as being nominated by others. Plans are in progress for a late-April faculty recruitment event.
4. Stretch for Success Summer Bridge: Dr. Nicole Carr discussed plans to re-establish the summer bridge program for students admitted conditionally to the university. At this time, the maximum capacity for the program is 50 students. More information will be provided as further plans are developed.
5. Other: Dr. Andi Kent announced that Chris Cannon would be taking an inventory of the digital message boards on campus with plans to expand usage for campus activities and announcements.

# Council of Academic Deans

Approved Minutes

April 13, 2022

8:00 am

Zoom

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders(LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HON)

Guest(s): Charles Guest, Andre Green

1. Minutes of the March 30, 2022 meeting were approved with the following edit:  
Title III Second Year Experience program: Dr. Nicole Carr and Dr. Lisa LaCross presented a new mentoring program open to all faculty. Faculty members may self-nominate as well as being nominated by others. Plans are in ~~progress~~ process for a late-April faculty recruitment event.
2. Faculty Handbook - Affiliated Research Scientist: Dr. Andrzej Wierzbicki proposed the addition of a new position "Affiliated Research Scientist" to our Adjunct Faculty policy. A motion to approve this policy change was made by Dr. Harold Pardue, seconded by Dr. Richard Carter, and passed by a unanimous vote. The policy will be sent to the Faculty Senate for approval.
3. Publications Outsourcing: Dr. Charles Guest reminded the deans of the requirement to use the Publication Department on all printing. In addition, the deadline for fall textbook adoptions was April 1, 2022 and deans were asked to remind faculty to submit theirs as soon as possible if they had not done so already.

# Council of Academic Deans

Approved Minutes

May 25, 2022

9:00 am

AD 130 Board Room

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders(LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HON)

Guest(s): Charles Guest, Andre Green, Delwar Hossain, Gordon Mills, Mike Mitchell, Chris Cleveland, Krista Harrell, Kelly Osterbind, Sal Liberto, Anjie Davis, Lisa LaCross, Angela Coleman, Bobbie Hancock

1. Minutes of the May 11, 2022 meeting were approved
2. Center for Educational Access and Disability Resources: Dr. Mike Mitchell introduced Dr. Krista Harrell who provided the council with an update on The Office for Student Disability Services. The office has been renamed as The Center for Educational Accessibility and Disability Resources (CEADR). The office has moved back into a renovated space on campus and has a new director, Mr. Mario Sheats.
3. Food Service Waiver/Donation Request: Dr. Chris Cleveland reported that a new Food Use Waiver is available and that anyone requesting a catering services waiver is required to submit the form no later than two weeks prior to the event.
4. Internet Contract & Data Plans: Chris Cannon informed the deans that the new limits from Google regarding data storage should not affect the majority of users at the University. Mr. Cannon shared a link with campus that calculates the amount of storage being used by each employee and anyone in danger of reaching the cap has been notified and will have their data storage needs evaluated for a higher limit or alternate storage.
5. Student Success Team Policy Proposal: Dr. Nicole Carr presented revisions to the Grade Replacement Policy and the Medical Withdrawal Policy for the deans to review and provide feedback.



# Council of Academic Deans

Approved Minutes

June 8, 2022

9:00 am

AD 130 Boardroom

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders(LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HON)

Guest(s): Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury

1. Minutes of the May 25, 2022 meeting were approved
2. Student Success Team Policy Proposal: Dr. Nicole Carr continued the discussion on the proposed revisions to the Grade Replacement Policy and the Medical Withdrawal Policy. She will incorporate the comments/concerns of the deans and resubmit.
3. Ad Hoc Evaluation of Teaching Effectiveness Committee Report - This item was tabled until the next meeting.
4. FS 1017 Non-Tenure Professorial Track Appointment and Promotion Policy: Dr. Andrzej Wierzbicki presented revisions to the Faculty Senate bill #1017. After discussion, it was determined that additional revisions would be made by Dr. John Kovaleski and distributed to the deans via email for a vote.

# Council of Academic Deans

## Approved Minutes

June 30, 2022

9:00 am

AD 130 Boardroom

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Tres Stefurak (EDUC), Clive Woods (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD)

Guest(s): Andre Green, Anjie Davis, Angela Coleman, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Kelly Osterbind, Gordon Mills, Eric Loomis, Delwar Hossain, Sinead Ni Chadhain, Drew Whittington, Naima Wells, Lisa LaCross

1. Minutes of the June 8, 2022 meeting were approved as distributed.
2. Revised Course Syllabus Template: Dr. Eric Loomis presented a revised Course Syllabus template for the deans' approval. The deans approved the syllabus with a unanimous vote pending the addition of a student misconduct statement.
3. FS 1022 - 3.3.1.1 Affiliated Research Scientist - Faculty Senate revisions: Dr. Sinead M. Ni Chadhain presented the Faculty Senate revisions to the policy. This policy will be discussed and voted on at a future Dean's Only meeting.
4. Ad Hoc Evaluation of Teaching Effectiveness Committee Report - Dr. Andre Green presented the final report and recommendations from the Ad Hoc Evaluation of Teaching Effectiveness Committee. The report will be included in a future meeting for further discussion.
5. Revised Policy Proposals: Dr. Nicole Carr incorporated the comments/concerns of the deans and resubmitted the Grade Replacement Policy, Academic Reboot Policy, and the Complete Withdrawal from All Courses Policy for approval. All three policies were approved by unanimous vote.
6. SPI response rate reports: Naima Wells and Drew Whittington reviewed current Student Perceptions of Instruction responses rates University wide and discussed ways to continue to improve those response rates.
7. Updates from the ILC, CoTL and a new Careerizing Course: Lisa LaCross gave an update on the new Careerizing Course. Dr. S. Raj Chaudhury presented updates to the Policy and Procedures for Online Proctoring, and the Policy for Verification of Student Identity in Distance Education. Both policies passed by unanimous vote and will be submitted to Faculty Senate for review.

# Council of Academic Deans

Approved Minutes

July 6, 2022

9:00 am

AD 130 Boardroom

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Eric Loomis (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Mary Duffy (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HNRS)

Guest(s): Andre Green, Charles Guest, Bobbie Hancock, Mike Mitchell, Jeremy Sheffield

1. Minutes of the June 30, 2022 meeting were approved as distributed.
2. Faculty Co-captains for Move-In Day: Jeremy Sheffield and Mike Mitchell reminded the deans about Move In Day 2022 on August 13th and asked for volunteers to serve as Co-captains.
3. FS 1022 - 3.3.1.1 Affiliated Research Scientist - Faculty Senate revisions: Revisions to the policy were discussed and ultimately approved, with changes, by unanimous electronic vote and returned to the Faculty Senate for their review.
4. Computer Fees: Dr. Andre Green reminded deans that computer fees must be used for the intended purposes only and any deviation from this must be approved in advance by Academic Affairs.

# Council of Academic Deans

Approved Minutes

August 3, 2022

9:00 am

AD 130 Boardroom

---



Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Heather Nix (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HNRS), Emily Wilson (COM)

Guest(s): Charles Guest, Margaret Sullivan, Christinne Rinne

1. Minutes of the July 6, 2022 meeting were approved as distributed.
2. Global Engagement Certificate: Dr. Christinne Rinne reintroduced the Global Engagement Certificate to the deans and asked that they help identify and connect with the appropriate faculty within their colleges to promote this certificate option to students.
3. Alabama Power Grant: Margaret Sullivan advised the deans of the process to apply for a grant from Alabama Power. In addition, she invited the deans to reach out to her office for assistance with any non-traditional grant funding needs.
4. Inauguration: Dr. Andi Kent reminded deans that President Bonner's inauguration is scheduled for September 23, 2022 at 3:00 pm. Dr. Kent asked that college leadership be reminded that this is an historic event and attendance should be encouraged.
5. Other Items: After further discussion of FS Bill 1022 Affiliated Research Scientist, Dr. Susan Gordon-Hickey made a motion to approve the bill from Faculty Senate with no further revisions. The motion was seconded by Dr. Andrzej Wierzbicki, and passed unanimously.

# Council of Academic Deans

## Minutes

August 17, 2022

9:00 am

AD 130 Boardroom

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (SOC & GRAD), Doug Marshall (HNRS), Emily Wilson (COM)

Guest(s): Charles Guest, S. Raj Chaudhury, Angela Coleman, Kelly Osterbind, Anjie Davis, Gordon Mills, Delaware Arif, Julie Estis, Mike Mitchell, Chris Cleveland, Diana Nichols, Nicole Carr

1. Minutes of the August 3, 2022 meeting were approved as distributed.
2. Publications: Chris Cleveland, Diana Nichols and Dr. Mike Mitchell briefed the deans on the new process for placing orders with the pre-approved vendors.
3. Research Faculty Appointment: Dr. Harold Pardue and Dr. Emily Wilson proposed the addition of a new faculty track for the University and the College of Medicine. Dr. Wilson will move forward with further development of the position description to present to the deans at a future meeting.
4. SACSCOC & QEP Update: Dr. Angela Coleman updated the deans on the progress of the SACSCOC reaccreditation process and the onsite visit date of March 21-23, 2023. Dr. Julie Estis reviewed ongoing QEP projects and updates.

# Council of Academic Deans

## Minutes

August 31, 2022

9:00 am

AD 130 Boardroom

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Debra Chapman (SOC), Doug Marshall (HNRS)

Guest(s): Charles Guest, Andre Green, 13Angela Coleman

1. Minutes of the August 17, 2022 meeting were approved as distributed.
2. Faculty Credentials: Dr. Charles Guest announced that we will begin to develop a process going forward to ensure future SACSCOC compliance for faculty credentials.
3. Other Items: Dr. Andi Kent discussed the QEP project deadline, the new President's Cabinet and the PC's goals for this year, and updated the deans on the current enrollment.

# Council of Academic Deans

## Minutes

September 14, 2022

9:00 am

AD 130 Boardroom

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Kelly Woodford (MCOB), Harold Pardue (GRAD & SOC), Doug Marshall (HNRS), Emily Wilson (COM)

Guest(s): Bobbie Hancock, S. Raj Chaudhury, Anjie Davis, Delaware Arif, Chris Cleveland, Jennifer Russell (B&N via zoom)

1. Minutes of the August 31, 2022 meeting were approved as distributed.
2. First Day Complete (FDC) – Bookstore: Jennifer Russell presented the Barnes & Noble program First Day Complete that allows students to receive all required books and access to electronic material for a flat rate by the first day of class.
3. Capt. Abrashoff Invitation: Doug Marshall invited deans to join the Honors College students for their Q&A with the Silver Endowed Presidential Lectureship speaker Capt. Michael Abrashoff on September 22, 2022 from 1-2:15 pm in the John Counts Room.
4. Student Success and Retention: Dr. Nicole Carr discussed current retention rates as well as new and returning student enrollment data. Dr. Carr presented ways to involve faculty in student retention.
5. Banner-Canvas Integration: Dr. S. Raj Chaudhury announced a new Canvas and Banner integration that will allow faculty to post grades from within canvas. Deployment and testing will begin September 16, 2022 and completed for full implementation this Fall semester 2022.
6. Other Items: Dr. Andi Kent announced that Fall Commencement is scheduled for December 10, 2022 at 10:00 am and will be a one day event. Dr. Kent also informed the deans that in the coming weeks we will be reaching out to each college to set up one-on-one budget meetings.

# Council of Academic Deans

## Minutes

October 11, 2022

9:00 am

AD 130 Boardroom

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (GRAD & SOC), Emily Wilson (COM)

Guest(s): Charles Guest, Andre Green, Bobbie Hancock, Angela Coleman, Julie Estis

1. Minutes of the September 28, 2022 meeting were approved as distributed.
2. QEP: Dr. Julie Estis presented the details of the current Quality Enhancement Project, "Level Up", which addresses competencies for a career-ready workforce.
3. FS Bills 1018, 1019, 1020, 1021: Faculty Senate bills were discussed and the outcomes were as follows:
  - a. FS 1018 – Bill declined and returned to FS with feedback.
  - b. FS 1019 – Approved pending final review by legal.
  - c. FS 1020 – Dr. Charles Guest will make revisions to language and send to the Deans for final approval.
  - d. FS 1021 – Approved with revision and returned to FS.
4. Budget: Bobbie Hancock discussed further details related to the recent email sent to the deans regarding the budget.



# Council of Academic Deans

## Minutes

October 26, 2022

9:00 am

AD 324

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Kelly Woodford (MCOB), Debra Chapman (GRAD & SOC), Doug Marshall (HNRS), Emily Wilson (COM)

Guest(s): Charles Guest, Andre Green, Chris Cleveland, Beth Cain. Maya De Andrade, Heather Nix,

1. Minutes of the October 11, 2022 meeting were approved as distributed.
2. International Sponsored Student Memo & International Recruitment Efforts: Maya De Andrade, Director of Global Outreach, presented a proposed International Sponsored Student Scholarship to the deans for their review. Dr. Rick Carter gave an update on current International recruitment efforts.
3. Update on Dean Searches: Dr. Heather Hall, Dr. John Kovaleski and Dr. Debra Chapman gave an update on the three ongoing dean searches for the Dean of the School of Computing, Dean of the Honors College and Dean of Allied Health and Health Professions. On campus interviews will begin on November 2, 2022 with plans to conclude prior to December 16, 2022.
4. Course Materials – Adoption Deadlines and Resources: Beth Cain reviewed the adoption deadlines and current progress towards completion. Ms. Cain also described how the colleges can access their progress reports for book adoptions in real time.

# Council of Academic Deans

## Minutes

November 9, 2022

9:00 am

AD 130

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Denise Robb (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Willimas (MCOB), Harold Pardue (GRAD & SOC), Doug Marshall (HNRS), Emily Wilson (COM)

Guest(s): Charles Guest, Andre Green, Naima Wells, Nicole Carr, S. Raj Chaudhury, Anjie Davis, Delaware Arif, Ashley Suggs, Sinead Ni Chadhain, Sal Liberto

1. Minutes of the October 26, 2022 meeting were approved as distributed.
2. FS Bill 1017 - Non-Tenure Instructional Track: Dr. Sinead Ni Chadhain presented the Faculty Senate revisions of the Non-Tenure Instructional Track policy to the deans. The proposed revised policy will be sent to the deans via email for a vote.
3. Update on Banner-Canvas Connection: Dr. S. Raj Chaudhury gave an update on the Banner-Canvas connection timeline and dates for going live with the new functions.
4. Student Success Update: Dr. Nicole Carr reviewed success rates for the current cohort of students and briefed the deans on the recent APLU conference.

# Council of Academic Deans

## Minutes

December 7, 2022

9:00 am

AD 130

---

Members Present: Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Tres Stefurak (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Willimas (MCOB), Harold Pardue (GRAD & SOC), Doug Marshall (HNRS)

Guest(s): Charles Guest, Nicole Carr, S. Raj Chaudhury, Anjie Davis, Delaware Arif, Ashley Suggs, Angela Coleman, Gordon Mills, Mike Mitchell, Bill Guess, Phil Fishel, Eric Loomis

1. Minutes of the November 9, 2022 meeting were approved as distributed.
2. Working Group to Review Program Change Process – Dr. Eric Loomis gave a report of the working group charged with reviewing the Program Change Process. After discussion, the deans voted unanimously to update the process according to the recommendations.
3. Active Shooter Training & Response Update – Dr. Mike Mitchell introduced Interim Police Chief Phil Fishel and Director of Safety Bill Guess who presented details of the current active shooter training that is available to all colleges and departments. Supervisors are encouraged to reach out to Phil Fishel to schedule training for their areas.
4. Baldwin County Campus – Dr. Rick Carter gave an update on the campus renovations in Baldwin County and invited deans to tour the facilities.
5. Records Disposition Authority Policy – Ms. Lorene Flanders presented the most current version of the Records Disposition Authority Policy which is in the approval process for publication. Dr. Charles Guest asked that deans and directors refer to this policy before disposing of any records including paper or electronic.