

Council of Academic Deans

Minutes

January 18, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), 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), Doug Marshall (HNRS)

Guest(s): Charles Guest, Daniel McCarthy, Angela Coleman, Phil Carr, Christine Rinne

1. Minutes of the December 7, 2022 meeting were approved as distributed.
2. General Education Reform – Dr. Angela Coleman presented a draft of the General Education Reform website and detailed plans for future discussions with faculty with the goal of integrating the General Education Curriculum into our institutional goals and mission prior to the SACSCOC reaffirmation in 2029.
3. USA Faculty Ambassador Program – Dr. Rick Carter presented the Faculty Ambassador Program that is designed to combine current travel plans of selected faculty with opportunities to host and present on behalf of the University in order to establish new and strengthen existing relationships with international institutions, organizations, and students.
4. Professor of Instruction Policy Implementation Questions – Dr. Susan Gordon-Hickey initiated a discussion of the implementation of the Professor of Instruction policy for current faculty who want to move to this track.
5. Other Items – Dr. Andi Kent announced that we will have a single commencement for Fall 2023 on December 15, 2023 at 10:00 am.

Council of Academic Deans

Minutes

February 1, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), 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), Doug Marshall (HNRS), Emily Wilson (COM), Todd Andel (SOC)

Guest(s): Charles Guest, Daniel McCarthy, Angela Coleman, Andre Green, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Anjie Davis, Sal Liberto, Delaware Arif, Ashley Suggs, Gordon Mills, Julie Estis

1. Minutes of the January 18, 2023 meeting were approved as distributed.
2. Update on QEP & SACS – Dr. Angela Coleman gave an update on the progress of the SACSCOC reaffirmation process and expectations for the March 2023 site visit. Dr. Julie Estis presented a logic model and goals of the proposed Quality Enhancement Plan, Level UP.
3. Summer Start – Dr. Nicole Carr reviewed the Summer Start program benefits to the students as well as the university and outlined details of the upcoming 2023 summer semester program.
4. New Freshman Applications and Acceptances – Sal Liberto gave a status update on the freshman applications to date.
5. ILC Updates – Dr. S. Raj Chaudhury announced the keynote speakers for the Conference on Teaching & Learning 2023 and detailed the new IT in several rooms across campus.
6. Other – Bobbie Hancock announced upcoming training dates and locations for Tenure and Promotion Policy/Procedures and Google Drive:
 - March 28, 2023, 2:00 pm HAHN 2013
 - March 29, 2023, 2:00 pm MCOB 264
 - April 3, 2023, 2:00 pm MCOB 264
 - April 6, 2023, 2:00 pm HAHN 1013

Council of Academic Deans

Minutes

March 29, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovalski (EDUC), John Usher (ENG), Lorene Flanders (LIB), Leigh Minchew (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Harold Pardue (GRAD), Emily Wilson (COM), Kelly Roveda (COM), Rick Carter (GLOBAL)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Bobbie Hancock, Nicole Carr, Lisa LaCross, Anjie Davis, Ashley Suggs, Jaclyn Bunch

1. Minutes of the March 15, 2023 meeting were approved as distributed.
2. Degree Conferral Order – Ashley Suggs discussed the proposed changes to the order degrees will be conferred at the upcoming 2023 Spring Commencement.
3. Business Expense Policy - Bobbie Hancock reviewed the policy for allowable and unallowable expenses that was emailed to deans on March 22, 2023.
4. CoTL and SoTL Update - Lisa LaCross gave an update on the 13th annual Conference on Teaching and Learning, May 8-10, 2023 and the schedule for the Scholarship of Teaching and Learning institutes for 2023.
5. New Student Orientation and Transient Policy - Dr. Nicole Carr discussed the recruitment benefits of New Student Orientation and began exploring how a revised, single Transient Policy could add options for retaining students after academic suspension.
6. Faculty Ambassador Award – Dr. Rick Carter presented Dr. Shenghua Wu with a certificate for his service as the first Faculty Ambassador. Dr. Wu is scheduled to visit Ludong University in China in May 2023.
7. Other - Dr. Andi Kent announced the results of the preliminary report from the SACSCOC March 2023 Reaccreditation visit.

Council of Academic Deans

Minutes

March 15, 2023

9:00 am

AD 130

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

Guest(s): Charles Guest, Daniel McCarthy, Andre Green

1. Minutes of the February 15, 2023 meeting were approved as distributed.
2. Degree Conferral Order – Item postponed until the March 29, 2023 meeting
3. Faculty Ambassador Award – Item postponed until the March 29, 2023 meeting
4. Other:
 - a. Dr. Andi Kent discussed the upcoming SACSCOC visit on March 20-23, 2023 and the College of Medicine Match Day program scheduled for March 17, 2023.
 - b. Dr. Andre Green announced that he plans to circulate the initial recommendations of the Ad Hoc Committee on Supporting Faculty Externally Funded Research via email to the deans for discussion at the next deans only meeting.
 - c. Dr. Alvin Williams announced the Retention Summit on April 1, 2023 from 9am – 12pm at the Mitchell Center and asked that faculty encourage students to attend.

Council of Academic Deans

Minutes

March 29, 2023

9:00 am

AD 130

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Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Bobbie Hancock, Nicole Carr, Lisa LaCross, Anjie Davis, Ashley Suggs, Jaclyn Bunch

1. Minutes of the March 15, 2023 meeting were approved as distributed.
2. Degree Conferral Order – Ashley Suggs discussed the proposed changes to the order degrees will be conferred at the upcoming 2023 Spring Commencement.
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4. CoTL and SoTL Update - Lisa LaCross gave an update on the 13th annual Conference on Teaching and Learning, May 8-10, 2023 and the schedule for the Scholarship of Teaching and Learning institutes for 2023.
5. New Student Orientation and Transient Policy - Dr. Nicole Carr discussed the recruitment benefits of New Student Orientation and began exploring how a revised, single Transient Policy could add options for retaining students after academic suspension.
6. Faculty Ambassador Award – Dr. Rick Carter presented Dr. Shenghua Wu with a certificate for his service as the first Faculty Ambassador. Dr. Wu is scheduled to visit Ludong University in China in May 2023.
7. Other - Dr. Andi Kent announced the results of the preliminary report from the SACSCOC March 2023 Reaccreditation visit.

Council of Academic Deans

Minutes

April 12, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Tres Stefurak (EDUC), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Harold Pardue (GRAD), Emily Wilson (COM), Rick Carter (GLOBAL), Doug Marshall (HON)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Bobbie Hancock

1. Minutes of the April 12, 2023 meeting were approved as distributed.
2. Maymester and Summer Semester – Bobbie Hancock stated that emails regarding rate of pay and letters for May and Summer semesters have gone out to all colleges.
3. Program Audit – Dr. Andre Green reminded deans to submit their program audits using the template provide by Gray and Associates. He will follow up with an email containing further information.
4. Report of Ad Hoc Committee on Supporting Faculty Externally Funded Research - Dr. Green reminded deans to reply to the email he sent asking for feedback on the report and that there will be a full discussion at the next deans only meeting.
5. Director of Fulbright – Dr. Richard Carter announced that the director of the Fulbright U.S. Scholar Program, Dr. Julie Taylor, would be on campus April 24 & 25 to give presentations to both students and faculty.
6. Ombudsperson Policy – The deans reviewed the revised Ombudsperson Policy submitted by the Academic Affairs Policy Committee. Dr. Kent made a motion to approve the policy. This policy did not pass by a unanimous vote.
7. Other – Dr. Charlie Guest announced that the new Bulletin software, CourseLeaf, is online and that all faculty have been invited to complete training in Canvas. Training should be completed as soon as possible before summer semester.

Council of Academic Deans

Minutes

May 10, 2023

9:00 am

AD 130

Members Present: Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Doug Marshall (HON)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green

1. Minutes of the April 12, 2023 meeting were approved as distributed.
2. Report of Ad Hoc Committee on Supporting Faculty Externally Funded Research - Dr. Andre Green asked to table this item for a future meeting.
3. Ombudsperson Policy – Based on dean feedback, Dr. John Kovaleski presented two options for changes to the proposed Ombudsperson Policy submitted by the Academic Affairs Policy Committee. After discussion, Dr. Susan Gordon-Hickey made a motion to approve option 1, the longer version. Dr. Andrzej Wierzbicki seconded and the motion passed by passed by a unanimous vote.
4. Relatives in Class - Dr. Charles Guest presented a new policy pertaining to relatives of a faculty in their class. The policy was discussed and with 3 minor editing changes, Dr. Andrzej Wierzbicki made a motion to approve. Dr. Susan Gordon-Hickey seconded and the motion passed by passed by a unanimous vote.
5. Other – Daniel McCarthy announced the relaunch of the Leadership South Program. An open call for nomination will go out shortly from the Governmental Relations office.

Council of Academic Deans

Minutes

June 7, 2023

9:00 am

Zoom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Kovaleski (EDUC), John Usher (ENG), Mary Duffy (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Doug Marshall (HON), Harold Pardue (GRAD), Emily Wilson (COM)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Chris Hansen, John Elliott

1. Minutes of the May 10, 2023 meeting were approved as distributed.
2. COI Disclosure System - Chris Hansen reviewed the COI Disclosure system for reporting and reviewing faculty and staff potential conflicts. Chris has provided status reports to COI approvers and will send EPA status reports later this month.
3. Other – Dr. Charlie Guest reminded deans to make timely Concur entries to avoid any potential audits. Daniel McCarthy reviewed eligibility and deadlines for both Leadership South and the Leadership Fellows Program.