

Academic Affairs Meeting  
February 10, 2010

Ric Berry	Carrie Brown	Mary Nelle Brunson
Steve Bullard	Monique Cossich	Shirley Dickerson
Tony Duben	Mel Finkenberg	Buddy Himes
Larry King	Randy McDonald	Brian Murphy
Mike O'Rear	James Standley	Mike Stroup
Murali Venugopalan		

1. Dr. Berry introduced and welcomed Dr. Murali Venugopalan, who is the new International Director.
2. Access Update Sandy Turner/Melinda Colby  
Sandy and Melinda gave an update on the Access project, they are going live with Financial Aid this week, yesterday they had mock registration, which created some problems that need to be addressed. Melinda went over several issues that been raised during training.
3. Policies Brian Murphy  
**Financial Aid Policy (A-40)**  
Mike O'Rear explained the changes to the policy, in particular to the requirements on satisfactory progress.  
Upon a motion from Dr. Duben and second from Dr. Bullard, the policy was approved.  
**Library Gifts (A-25)**  
Shirley Dickerson went through the changes, which were minor.  
Upon a motion from Dr. Bullard and second from Dr. Duben, the policy was approved.  
**Active Military Service**  
A new policy was required by the State regarding active military service, the wording was prepared by General Counsel and approved by Policy Committee. The policy has been reviewed by the Registrar and Chair of Military Science.  
Upon a motion from Dr. Duben and second from Dr. Himes, the policy was approved.

The policies will be sent to the April Board Meeting.

4. Certificate of International Competence Brian Murphy

This was discussed several weeks ago but has since been revised to drive students to the international office. Dr. Murphy asked deans to email with any comments.

Assessments

Larry King

Dr. King is still missing some assessment rubrics, he provided a spreadsheet to each of the deans and asked for their help.

He reminded everyone of the importance of “closing the loop” and demonstrating the use of assessment results to make improvements in our operations.

A Webinar will be shown on March 4<sup>th</sup>, Developing Multiple Choice Questions, designed to assist in developing multiple choice tests for assessment purposes.

MAPP testing is continuing.

5. Curriculum Issues Mary Nelle Brunson

Dr. Brunson reported that the undergraduate curriculum committee is working through the curriculum review process, and requesting additional information in areas. She reminded the council that the website is active and regularly update, to help track where approvals are.

We currently have two programs that fall under substantive change, M.A. in Teaching, B.S. in Multi-Disciplinary Studies – SACS have been advised.

When programs become more than 25% on line OIT must be advised so they can advise the Coordinating Board and if over 50% we are required to obtain Coordinating Board approval. SACS interpreting programs you PLAN to offer.

6. Lunch Time cover in office

Dr. Berry reminded everyone that all offices should be covered during lunch time.

7. Paperwork

Dr. Berry issued a reminder to follow all protocols for completing appropriate

paperwork for personnel changes, additions, etc.

8. Budget Update

The deadline for submitting our plan for 5% reduction over the biennium is Monday, February 15<sup>th</sup>. We are identifying some areas where we can be very definitive and some larger areas that we can work out details at a later date. The main principals when looking at reductions are:

- Do not cut into core services
- We do not want to impact people's jobs.

9. Any Other Business

- Showcase Saturday is February 20<sup>th</sup>. Monique asked that the colleges award their scholarships quickly.
- Record enrollment for spring 2010, this is the eighth straight semester that we have improved enrollment.
- Bright ideas poster ideas and spotlight due Monday, February 15.
- Blackboard support has been extended evening and weekends.
- Legislative summit evening 17<sup>th</sup> and all day 18<sup>th</sup> February – register with Chamber of Commerce.

10. Date of Next Meeting

Deans' Council – February 17, 2010.