

Academic Affairs Council

December 11, 2013

1. **ORD (Official Roster Date) Roster Process (Online)**

Lynda Langham met with the group and explained that in a quest to eliminate as much paperwork as possible we now email ORD rosters, which have to be maintained for five years.

She is proposing moving this online, there will be a picture of each student, you will click beside their name and click if in attendance on ORD. The Registrar will be able to monitor this and run Web Focus reports and pull up rosters.

This can also affect financial aid as they have to prove students are in class when audited. Lynda is proposing a test in the second half of spring semester.

2. **Next Steps with College Recruitment and Retention Plans**

Dr. Franklin asked what the next steps would be, Monique Cossich said she is reviewing plans and will give Dr. Berry feedback. She may have resources to help. Dr. Bullard suggested meeting together with recruiting people to swap good ideas.

3. **Curriculum Implementation Date and Bulletins**

Curriculum changes when they are approved in April will go into effect in fall. Other schools hold their bulletin until after the curriculum is approved – is this an issue if we do this? Problem with accreditation?

Policy states a student can go by bulletin they entered under. If we update bulletin during the year that is in direct opposition to the policy. Dr. Berry said we will have to review the policy and come back to this issue.

4. **Policies**

Academic Advising for Undergraduate Students (6.2)

Scholarship Disbursement (6.17)

Performance Review of Officers Reporting to Provost (4.8)

Student Evaluation (7.27)

Academic Facilities for Non-Academic Activities (16.1)

Student Media (10.8)

Establishing Centers (5.10)

all policies above were approved and will be submitted for approval at January board meeting.

Course Contact Hours

This policy was tabled as SACS now require definition of contact hours, it needs to be spelled out, we need more information.

5. **SACS Update**

Dr. King stated that we will have the fifth year SACS report coming up soon and this is not like the ten year report, it is ongoing. We have to maintain everything for another five years.

Must have documentation of student complaints.

Reminded everyone that if 50% or more of a class is online we must notify SACS.

If a class goes from 25% online to 50% online, we must notify SACS.

Faculty qualifications, they must be qualified to teach the courses they are assigned. We must justify their qualifications.

SFA states a faculty member must have 18 hours in a discipline (this is no longer a SACS requirement).

6. **Any Other Business**

Dr. Bullard is heading up a search committee for a Dean of Business, they hope to hold interviews in April and have someone in place in fall.

7. **Date of Next Meeting**

January 8, 2014.