

Academic Affairs Council  
December 15, 2010

1. Policies

Buddy Himes

- E-6A Academic Chair-Director Appointments
- E-37A Part-time Faculty
- E-23A Faculty Development Leaves
- D-20A Intellectual Property Rights for Distance Education.
- A-54 Semester Grades
- A-22.1 Instructor-generated Materials
- A-66 University Award Program
- A-56 Grants and Contracts Administration
- E-xx Administrative Evaluation of Adjunct Faculty Performance

After discussion and some minor changes all policies listed above were approved and submitted to Board for the January meeting.

A-64 Academic Program Review  
We will hold this policy for further review

2. SACS Focus Report

Dr. Brunson reviewed some of the information on the SACS focus report:  
Policy for adjunct evaluation needed - some colleges are already evaluating adjuncts, she asked the deans to send any documentation they may have.  
Dr. Brunson has been talking to deans and chairs and working on program rigor and faculty credentials. Deans were asked to ensure they approve information before it is sent to her. The report also highlighted consortia relationships and contractual agreements, several were noted, in some cases they require the actual document. We must have procedures for review and evaluation/ changes for those documents. It is done informally, but we need to set up institutional practice.  
Helpdesk hours – ITS, need to provide more information on training sessions provided and hours. Principles are students have access to and training in information technology.  
We do not show monitoring and reviewing of articulation agreements, we need to show proof. Administrative support services and Educational support services were two areas that were not complete, Dr. King asked that if deans are waiting to put information into TracDat, please do so immediately and let him know.  
Dr. Standley reminded all deans and administrators that they need to be here 1<sup>st</sup> – 3<sup>rd</sup> March 2010 for onsite visit. We need to be able to access any documentation they request within 10 minutes.  
Dr. Murphy asked if we could have a checklist of things that we should have available for SACS.

Dr. Standley will prepare one and send to the deans.

3. Cost Reduction Task Force

Recommendations were made to Dr. Pattillo yesterday for \$1million saving for current fiscal year.

- Academic Affairs identified several expenditures that will not be requested from summer budget.
- We have reduced budgeted salaries to what was used last summer.
- \$300,000 reductions to be found within the colleges.
- We have been asked for another 2.5% in current biennium from the State, we are waiting for written confirmation.

We currently cannot insist on faculty taking furlough because of contract, these will be reworded and issued in the fall.

Dr. Berry stated it is almost certain that we will look at rate of pay for summer salaries for 2012. Dr. Berry asked the deans to report this information. When we get firm direction from president, we can start moving

4. Any Other Business

Dr. Venugopalan apologized for not being at academic affairs meetings and not being available on campus. He has been busy trying to recruit international students, which you don't necessary see right away but starting in fall 2011 he is hopeful we will have good connections with agents and higher enrollment. Looking to get an agent recruitment agreement, work with them and pay them to get students to come here. Internationalization is a big part of strategic plan.

Dr. Murphy has met with NEDCO and talked to the Chamber of Commerce about an internship program, this will benefit community and our students.

December 22<sup>nd</sup> reports from colleges and other areas due in trac dat.

5. Date of Next Meeting

Deans' Council – January 12, 2011.