

**Deans Council
October 5, 2011**

1. Scheduling

Lynda Langham

Lynda Langham explained some difficulties students are facing when making a class schedule because of class times, particularly those taking core classes. This issue was highlighted when the registrar was trying to build a final exam schedule.

There was discussion about moving to more common times and getting back to the guidelines introduced several years ago. Dr. Berry stressed that we must look at class scheduling across campus and not just in each department or college. Dr. Arnold said he would like to open up the discussion of moving to a four day class week. Dr. Berry will look at the issue of scheduling and it will be discussed further.

2. Graduation Process

Monique Cossich

An adhoc group looked at graduation process and a proposal has resulted from their meetings. The new procedure will be:

- Those intent to graduate - encourage students to meet with their advisor at the 90/95 hour mark.
- Allow students to apply two semesters before they plan to graduate.
- Information will be keyed in by the registrar's office, a web focus report for all departments will be available indentifying students.
- If the college determines the student is eligible to move forward a notice is sent to registrar's office, advising they can move forward, or not.
- Listed below are the dates applications will be accepted for graduation:

Proposed Graduation	Request for Graduation Audit
May 2012	October 15, 2011 - December 1, 2011
August 2012	January 2, 2012 - February 2, 2012
December 2012	April 1, 2012 - June 1, 2012

The group will meet at the end of each deadline to review. We are looking at wording to students and the way to communicate.

Dr. Berry was pleased that we are centralizing the process and he agreed to hire a temporary person in the registrar's office to key in this information to allow this process.

3. Core Curriculum Assessment

A couple of reminders from Dr. King - a meeting about core curriculum assessment will be held on October 6 at 10am in multi-media room of the Student Center. Core curriculum assessment reports for Spring 2011 should have been entered into Trac-Dat on October 1, 2011. We are trying to keep deans and chairs in the loop concerning assessment.

4. Graduate School

Mary Nelle Brunson

Dr. Brunson is learning the role of the graduate school and notes that we have policies that are being ignored regarding graduate admissions. We have gotten away from centralization and need to get back to that. We will be following policy from now on.

Probationary/provisional admission is allowed for one semester only – we will be adhering to this policy. Tierny Twigg now reports to Monique Cossich on graduate admissions and they are currently streamlining the process.

Dr. Brunson will be asking for meetings with coordinators/chairs who direct graduate students.

5. Any Other Business

- College of Education are recruiting students with the early high school initiative.
- October 16th is the grand opening for STEM Center.
- Board Meeting 17th and 18th October.

6. Date of Next Meeting

Academic Affairs Council, October 19, 2011.