

# Council of Academic Deans

Approved Minutes

January 6, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD) T.J. Hundley (COM)

**Guest(s):** Charles Guest, Andre Green, Tony Waldrop, Julie Estis, Nicole Carr, Kelly Osterbind, Bobbie Hancock, Angela Coleman, S. Raj Chaudhury, Sal Liberto, Mike Jacobs, John Cleary, Beth Shepard, Ashley Suggs, Victor Cohen

1. Minutes of the December 2, 2020 meeting were approved as distributed.
2. Spring Commencement: Dr. Kelly Osterbind presented a draft schedule of events for Spring 2021 Commencement. Dr. Osterbind will revise the draft with suggestions made by the deans and distribute for further review and discussion.
3. Proctoring: Dr. Raj Chaudhury presented proctoring stats for the Fall 2020 semester. Dr. Chaudhury informed the deans that a determination on a proctoring solution for spring semester had not yet been made. He also reported that, with the site licensing of Lockdown Browser and pilot use of Lockdown Browser Monitor, we have had reduced demand for ProctorU sessions.
4. Faculty Development Days: Dr. Chaudhury shared a handout outlining upcoming faculty development opportunities hosted by the Innovation in Learning Center.
5. COVID-19 Update: Dr. Julie Estis gave an update on the number of COVID-19 cases on campus and reminded the group to continue to encourage daily completion of Jag Health Check.

# Council of Academic Deans

Approved Minutes

January 20, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Bob Wood (MCOB), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD) John Marymont (COM)

**Guest(s):** Charles Guest, Andre Green, Tony Waldrop, Julie Estis, Bobbie Hancock, S. Raj Chaudhury, Eric Loomis, Lynne Chronister, Dusty Layton

1. Minutes of the January 6, 2021 meeting were approved as distributed.
2. Policy on Responsible Conduct of Research (RCR) Training: Ms. Lynne Chronister presented revised Responsible Conduct of Research training requirements for faculty, effective with the 2021-2022 training series.
3. Anonymous Poll for PT Committee: Dr. Eric Loomis detailed an additional option for Promotion and Tenure committees to poll the group while meetings are being held virtually. Dr. Loomis shared his experience with using Google forms and will discuss any potential privacy issues regarding this tool with Kristin Dukes, university attorney, and update the deans on his findings.
4. COVID-19 Update: Dr. Julie Estis gave an update on the number of COVID-19 cases on campus in addition to the status of vaccinations given by USA Health Systems. Dr. Estis also reminded the group to continue to encourage daily completion of Jag Health Check.
5. Proctoring Software for Spring: Dr. S. Raj Chaudhury shared that we are currently hosting ProctorU, RPNOW, and Respondus Lockdown Browser proctoring services. Dr. Chaudhury announced that with the success of the Respondus Lockdown Browser, there has been a significant decrease in demand for ProctorU sessions.
6. Teaching Modes for Fall: Dr. Charles Guest informed the deans that for Fall 2021, Web Hybrid (WH; cohort model) and Web Remote (WR; synchronous online) teaching modes would no longer be offered. Course formats will revert to the pre-pandemic model and include Web Enhanced (WE), Web Blended (WB), and Web Online (WO). He reminded the deans that these plans could change dependent upon the situation with COVID-19 as we approach that term.
7. FS 1012 Non-Tenure Track Professorial Level Positions, Instructional Track Appointment and Promotion Policy: Dr. Andrzej Wierzbicki presented the proposed revisions to the policy. Dr. Wierzbicki will incorporate suggestions from the deans to further revise this policy and redistribute for review prior to a future meeting.

# Council of Academic Deans

Approved Minutes

February 10, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD) John Marymont (COM)

**Guest(s):** Charles Guest, Andre Green, Julie Estis, Bobbie Hancock, S. Raj Chaudhury, Mike Jacobs, Nicole Carr, Angela Coleman, Sal Liberto, Kelly Osterbind, Beth Shepard, John Cleary, Chris Hansen, John Friend, Ryon McDermott, Kyle Brasil, Catherine Preston

1. Minutes of the January 20, 2021 meeting: Dr. John Usher asked for clarification of item #6 Teaching Modes for Fall. Corrections to this item will be made and redistributed to the deans for approval at the next meeting.
2. Conflict of Interest electronic system: Chris Hansen demonstrated the Conflict of Interest electronic system that is currently live on the University website and addressed questions about the process.
3. USA Student Survey: Dr. John Friend, Dr. Ryon McDermott, and Mr. Kyle Brasil reviewed the data collected from the USA COVID-19 Student Survey. The survey results were distributed to the deans earlier in the week.
4. Students Perceptions of Instruction: Dr. John Cleary expressed concerns from the faculty regarding the response rates to Student Perceptions of Instruction course surveys. Dr. Angela Coleman will provide the deans with a list of recommendations to improve response rates that they can distribute to the faculty.
5. Suspension/Dismissal Policy - Revised Proposal: Dr. Nicole Carr presented the revised Suspension/Dismissal Policy to the deans. After discussion, Dr. Andrzej Wierzbicki made a motion to approve the policy revision. The motion was seconded by Dr. Rick Carter and passed with a unanimous vote.
6. Fall 2021 Admissions Update: Sal Liberto gave an update of Fall 2021 admissions numbers that indicate the potential for an increase in freshman enrollment.
7. Review of Substantive Change Policy: Dr. Angela Coleman reviewed the types of substantive changes as defined by SACSCOC and reminded deans to contact her with any questions related to substantive changes.
8. Review of requirement to report actions by college and program accreditors: Dr. Coleman reminded the deans to ensure that we are compliant with how we represent ourselves to the public with respect to our SACSCOC accreditation. She indicated that there can be no deviation from the official statement on our accreditation. Dr. Coleman will provide the deans with a link to this statement.
9. Update on ILC Programs, CoTL and further classroom technology: Dr. S. Raj Chaudhury asked the deans to share information with their faculty regarding

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February 10, 2021

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Via Zoom



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**strategic course design and the technology incentive. Dr. Chaudhury also announced that the call for proposals for the May 12th virtual Conference on Teaching and Learning has been issued. In addition, phase two of the technology upgrade is in progress.**

- 10. COVID-19 Update: Dr. Julie Estis gave an update on the number of COVID-19 cases on campus in addition to the status of vaccinations given by USA Health Systems. Dr. Estis also reminded the group to continue to encourage daily completion of Jag Health Check.**

# Council of Academic Deans

Approved Minutes

February 24, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Alvin Williams (MCOB)

**Guest(s):** Charles Guest, Andre Green, Julie Estis, Bobbie Hancock

1. Minutes of the January 20, 2021 and February 10, 2021 meetings were approved as distributed.
2. **Summer School Tuition:** Bobbie Hancock informed the deans that the imputed tuition rate for the upcoming Summer School term will remain the same as last year. She also stated that the alternate contract rate for Summer term would remain the same.
3. **Financial Operations Specialists:** Bobbie Hancock announced that a reclassification request has been approved for a Financial Operations Specialist 2 position. She advised the deans that all current Financial Operations Specialists are now classified as a Financial Operations Specialist 1 and discussed expectations for the level 2 position.
4. **FS 1012 Non-Tenure Track Professorial Level Positions, Instructional Track Appointment and Promotion Policy:** Dr. Andrzej Wierzbicki presented the revised policy to the deans. After discussion, Dr. Lorene Flanders made a motion to approve the policy revision. The motion was seconded by Dr. Andrzej Wierzbicki and passed with nine votes in favor, one against, and one abstention.
5. **COVID-19 Update:** Dr. Julie Estis gave an update on the number of COVID-19 cases on campus in addition to the status of vaccinations given by USA Health Systems. Dr. Estis also reminded the group to continue to encourage daily completion of Jag Health Check.
6. **Other:**
  - a) Dr. Harold Pardue informed the deans that he is available, along with Chris Hansen, to meet with departments regarding the new Conflict of Interest and Conflict of Commitment policies. He will keep deans informed as those meetings occur.
  - b) Dr. Kathy Cooke requested that we invite someone to a future meeting to discuss ongoing campus construction projects, timelines for those projects, and any potential traffic/parking issues.
  - c) Dr. Alec Yasinsac asked for an update on the presidential search and was informed that no additional information is available at this time other than what was included in the announcement.

# Council of Academic Deans

Approved Minutes

March 10, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Alvin Williams (MCOB), John Marymont (COM)

**Guest(s):** Charles Guest, Andre Green, Nicole Carr, Julie Estis, Bobbie Hancock, Kelly Osterbind, S. Raj Chaudhury, Mike Jacobs, Paul Frazier, Angela Coleman, Tony Waldrop, Donna Tipps, Beth Shepard, Sal Liberto,

1. Minutes of the February 24, 2021 meeting were approved with one correction.
2. **Campus Climate Survey:** Dr. Paul Frazier briefly discussed the response to the Campus Climate Survey. He also reminded the deans that Diversity and Inclusion Training is available for faculty, staff and students by accessing Canvas. Dr. Kent mentioned that the training is mandatory for deans and other direct reports to the Provost and that feedback should be sent to Dr. Frazier via email. The plan is to require faculty and staff to complete the training once the feedback is received.
3. **Tuition and Fee Pricing Study:** Donna Tipps announced that Kennedy and Company will be working with USA on a tuition and fee pricing study. The projected dates they will need to speak to each dean to collect information will be March 22, 2021 and March 23, 2021. This is expected to be a five month project. Dr. Usher asked that questions be sent to the Deans prior to the meetings. Donna Tipps will ask the company to send these and will forward them to Academic Affairs for distribution.
4. **Annual Deans Evaluation and Administrative Assessment:** Dr. Angela Coleman presented the Annual Survey of Dean's Performance and the 2021 Annual Performance Review. After discussion, Dr. Kent advised the group to send any additional questions to Dr. Coleman.
5. **Campaign for Spring 2021 Commencement 2021:** Kelly Osterbind discussed the tentative plan for college commencement ceremonies. Tickets will be distributed by email. Victor Cohen will use the RSVP list from each college to send guest tickets to either the email provided for each guest or the student email. Dr. Charles Guest informed the deans that the commencement plan should be approved within the next week and will be distributed to deans. Dr. Heather Hall asked about Nursing's summer convocation. Dr. Guest indicated that the College of Nursing should submit a detailed plan to the Reopening Committee.
6. **Retention Update:** Dr. Nicole Carr shared the 2020 Freshmen Cohort One-Semester Retention Report. She discussed concerns about the impact of COVID-19 on this indicator and the efforts underway to mitigate the impact on one-year retention.
7. **Update on ILC Programs and CoTL:** Dr. S. Raj Chaudhury informed the deans that this year's Conference on Teaching and Learning will remain virtual and that registration opened on Monday March 8, 2021.

## Council of Academic Deans

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March 10, 2021

8:30 am

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8. **COVID-19 Update:** Dr. Julie Estis gave an update on the number of COVID-19 cases on campus. Dr. Estis also advised the group that more masks are available.

# Council of Academic Deans

Approved Minutes

March 24, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Alvin Williams (MCOB)

**Guest(s):** Charles Guest, Andre Green, Julie Estis, Tony Waldrop, Joel Erdmann, Laura Schratt

1. Minutes of the March 10, 2021 meeting were approved as distributed.
2. **Internal Audit for Non-Registered Student Organizations:** Laura Schratt highlighted issues concerning the financial operations of Registered Student Organizations that were noted in an internal audit investigation. Ms. Schratt indicated the importance of having student organizations register with the institution before utilizing university resources or linking to university websites.
3. **Tailgating:** Dr. Joel Erdmann informed the deans that he is able to provide the colleges the large green space at the northeast corner of the intramural fields for tailgating. The spaces are 20 x 20 and provide access to parking and air-conditioned restrooms. Dr. Erdmann stated that, while there is no charge for the space, they are requesting that the colleges who secure a space encourage the purchase of season tickets and/or purchase them as a college.
4. **COVID-19 Update:** Dr. Julie Estis gave an update on the number of COVID-19 cases on campus and new CDC guidelines. Dr. Estis also reminded the group to continue to encourage daily completion of Jag Health Check.
5. **Other items:**
  - Dr. Andi Kent mentioned that several student groups have inquired about the possibility of faculty recording lectures to help them with review and study. If faculty would like to take advantage of the opportunity provided by the new lecture capturing technology to record content, the ILC has posted a handout on the zoom website that addresses privacy issues and other concerns when recording lectures.
  - Dr. Charles Guest asked the deans to double-check their calendars to ensure that the scheduled annual power outage will not interfere with any planned events, exams, etc.



# Council of Academic Deans

Approved Minutes

April 7, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Alvin Williams (MCOB)

**Guest(s):** Charles Guest, Andre Green, Tony Waldrop, S. Raj Chaudhury, Nicole Carr, Kelly Osterbind, Bobbie Hancock, Mike Jacobs, Angela Coleman, Sal Liberto, Beth Shepard, John Cleary, Lynne Chronister

1. Minutes of the March 24, 2021 meeting were approved as distributed.
2. Policy on Distribution of F & A: Lynne Chronister presented a draft policy on F & A distribution to the deans for review. The policy is intended to guide allocation of F & A to academic units when multiple units participate in a project. Ms. Chronister will revise the policy based on feedback from the deans.
3. ILC & CoTL Update: Dr. S. Raj Chaudhury gave an update on the technology upgrades which are nearing completion in the academic units. Dr. Chaudhury announced upcoming workshops hosted by the ILC including the May Strategic Course Design Mini-Course, Basic and Advanced Summer Institutes for 2021, and the online Conference on Teaching and Learning (CoTL) scheduled for May 12, 2021.
4. Other Items: Dr. Andi Kent answered questions regarding the "Return to Work June 1" email sent to faculty and staff from Human Resources. Faculty and staff should plan to return to pre-pandemic expectations on June 1, 2021.

# Council of Academic Deans

Approved Minutes

May 5, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Alvin Williams (MCOB)

**Guest(s):** S. Raj Chaudhury, Nicole Carr, Kelly Osterbind, Bobbie Hancock, Mike Jacobs, Angela Coleman, Sal Liberto, Beth Shepard, John Cleary, Margaret Sullivan, Kevin Fralicks, Naima Wells, Julie Estis, Delwar Hossain

1. Minutes of the April 7, 2021 meeting were approved as distributed.
2. **Class Reunion 2021:** Kevin Fralicks presented a schedule of events for the 2021 Reunion Weekend activities. Mr. Fralicks will share quarterly updates to the schedule with the deans. Preregistration for events is available online.
3. **New Undergraduate Admissions:** Sal Liberto gave an update on the total enrollment statistics and enrollment distribution of new undergraduate admissions for the fall 2021 semester.
4. **Registration Update:** Nicole Carr updated the deans on freshman registration and on returning cohorts.
5. **General Student Satisfaction Survey:** Naima Wells reviewed the results of the General Student Satisfaction Survey for 2020 and 2021, including a data comparison of overall student satisfaction with online learning versus on campus sessions.
6. **COVID Update:** Dr. Julie Estis gave an update on the number of COVID-19 cases on campus in addition to the status of vaccinations given by USA Health Systems and the on-campus vaccine clinics. Dr. Estis also reminded the group to continue to encourage daily completion of Jag Health Check.
7. **Other Items: ILC & CoTL Update:** Dr. S. Raj Chaudhury gave an update and a reminder to register for the online Conference on Teaching and Learning (CoTL) scheduled for May 12, 2021.

# Council of Academic Deans

Approved Minutes

May 19, 2021

8:30 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alec Yasinsac (SOC), Kathy Cooke (HC), Harold Pardue (GRAD), Alvin Williams (MCOB), John Marymont (COM)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Julie Estis, Regina George, Donna Tipps, Julie Schwindt

1. Minutes of the May 5, 2021 meeting were approved as distributed.
2. Hiring Foreign Nationals: Regina George reviewed the process for hiring foreign nationals with an H1b visa.
3. CARES Fund: Donna Tipps stated that there is a potential to recoup a portion of the revenue lost due to the COVID pandemic through CARES Act funding. Deans should appoint a representative to track lost revenue for submission to Finance and Administration.
4. Federal Funds Received for COVID Recovery: Julie Schwindt gave an update regarding how federal funds have been spent to date as well as the reporting process for expenditures. Any requests for applying expenses to stimulus funds should be directed to Ms. Schwindt.
5. COVID Update: Dr. Julie Estis gave an update on the new operating guidelines and procedures regarding social distancing, masking, events, etc. that will be distributed campus-wide later this week.
6. SACSCOC Faculty Credentials: Dr. Charles Guest reminded deans to continue to maintain the appropriate standards for faculty credentialing and documentation as per University policy and consistent with SACSCOC guidelines.

# Council of Academic Deans

Approved Minutes

June 2, 2021

9:00 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Harold Pardue (GRAD), Alvin Williams (MCOB)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Angela Coleman, Mike Jacobs, Kelly Osterbind, Julie Estis, Delwar Hossain

1. Minutes of the May 19, 2021 meeting were approved as distributed.
2. ILC Updates: Dr. S. Raj Chaudhury updated the deans on the Summer Institute, the Strategic Course Design Mini Course for new faculty (August 2-August 20). and New Faculty Orientation which will be held online and in person on August 16, 2021.
3. December Commencement: Dr. Charles Guest announced plans for the upcoming commencement ceremony in December. Deans should route any additional feedback or questions to the Commencement Committee.
4. Gray Associates: Dr. Andre Green gave the group an overview of the partnership with the University of South Alabama and Gray Associates. Dr. Harold Pardue explained the benefits of our partnership and the services offered by Gray Associates along with a timeline for next steps. Dr. Angela Coleman discussed the framework for using the data and reviewed the template provided to the deans for the development of proposals.
5. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and employee vaccination totals. Discussions are ongoing regarding ways to incentivize students to receive the vaccine before Fall semester begins.

# Council of Academic Deans

Approved Minutes

June 30, 2021

9:00 am

Via Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Harold Pardue (GRAD), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, S. Raj Chaudhury, Angela Coleman, Mike Jacobs, Kelly Osterbind, Sal Liberto, Julie Estis, Beth Shepard, Delwar Hossain, Kristin Dukes, Spencer Larche, Naima Wells

1. Minutes of the June 2, 2021 meeting were approved as distributed.
2. **State Ethics Committee Ruling:** Kristin Dukes and Spencer Larche gave an update on the State Ethics Committee ruling regarding the use of university resources. Ms. Dukes informed the deans that faculty are only allowed to use university resources for personal gain when an agreement is in place between the faculty member and the university that addresses compensation for fair market value of those resources. For any questions regarding what resources should be covered by an agreement, please reach out to Spencer Larche or Kristin Dukes.
3. **SPI Response Rates:** Ms. Naima Wells presented the 2019-2021 Student Perceptions of Instruction response rates and scores.
4. **COVID Update:** Dr. Julie Estis gave an update on campus COVID cases and employee vaccination totals. More information regarding ways to incentivize students to receive the vaccine before the beginning of Fall semester is forthcoming.

# Council of Academic Deans

## Approved Minutes

July 14, 2021

9:00 am

AD 324

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Debra Chapman (SOC), Harold Pardue (GRAD & SOC), Kelly Woodford (MCOB), Kathy Cooke (HON)

**Guest(s):** Andre Green, Julie Estis

1. Minutes of the June 30, 2021 meeting were approved as distributed.
2. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Vaccine clinics will be offered during student orientation for the Fall semester.
3. Reminder about University COVID Policy & Syllabus Statements: Deans were asked to ensure that faculty include a link to the COVID policy within their syllabus. Separate department, program, and/or instructor-specific COVID policies are not allowed. The policy link will be sent to the deans for distribution to faculty.
4. Other Items: An update on the financial status of the university was requested. Scott Weldon will be invited to the next meeting to present the information.

# Council of Academic Deans

Approved Minutes

July 28, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovalski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Kelly Woodford (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, S. Raj Chaudhury, Nicole Carr, Angela Coleman, Mike Jacobs, Sal Liberto, Kelly Osterbind, Julie Estis, Beth Shepard, James Brown

1. Minutes of the July 14, 2021 meeting were approved as distributed.
2. FLAC: Bobbie Hancock introduced Faculty Load and Compensation (FLAC), a new process to pay part-time faculty through our existing Banner program. James Brown gave a demonstration of the process in Banner. FLAC will be piloted this fall in Engineering, Computing, Business, and Allied Health.
3. ILC Updates: Dr. S. Raj Chaudhury gave an update on the upcoming ILC events for faculty including the Strategic Course Design mini-course, New Faculty Orientation, Canvas, and Canvas Fundamentals courses.
4. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Vaccine clinics will be offered during student orientation for Fall semester. Transmission rates are being monitored and COVID policies will be updated accordingly.

# Council of Academic Deans

Approved Minutes

August 11, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON), John Marymont (COM)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Julie Estis, Scott Weldon, Joel Erdmann, Jermaine Williams

1. Minutes of the July 28, 2021 meeting were approved as distributed.
2. **Financial Overview of the Institution:** Scott Weldon gave an overview of the current financial state of the Institution including assets, sources of revenue, expenses, and how we compare with other state institutions.
3. **Gameday Traffic Restrictions:** Jermaine Williams and Dr. Joel Erdmann discussed potential parking and traffic flow patterns for Saturday games as well as the one weekday game for the upcoming 2021-22 football season.
4. **COVID Update:** Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Vaccine clinics will be offered during student orientation for Fall semester. Transmission rates are being monitored and COVID policies will be updated accordingly.



# Council of Academic Deans

Approved Minutes

August 25, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chadhury, Mike Jacobs, Sal Liberto, Kelly Osterbind, Julie Estis, Naima Wells, Beth Shepard, Delwar Hossain

1. Minutes of the August 11, 2021 meeting were approved as distributed.
2. Licensure Compliance with Federal Regulations: Naima Wells discussed the role of the Office of Institutional Effectiveness in complying with federal regulations for state Authorizations and professional Licensure disclosures. The Office of Institutional Effectiveness maintains a state authorizations webpage on the university's website.
3. Update from the ILC about Summer Impact and Fall Programming: Dr. S. Raj Chaudhury gave an update on New Faculty Orientation, the New Faculty Scholars program, fall faculty development programs, ILC Summer Institute 2021, and classroom technology upgrades on campus.
4. Student Academic Success: Dr. Nicole Carr gave an update on Week of Welcome events and reminded the deans of available student success resources such as the Center for Academic Excellence, Peer learning assistance, and Study Smart. Dr. Carr will meet with each dean during the fall 2021 semester to discuss student success, any specific concerns, and feedback on student success services.
5. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Transmission rates are being monitored and COVID policies will be updated accordingly.

# Council of Academic Deans

Approved Minutes

September 22, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chadhury, Sal Liberto, Kelly Osterbind, Julie Estis, Beth Shepard, Delwar Hossain

1. Minutes of the August 25, 2021 meeting were approved as distributed.
2. Hooding at the Alumni Event: Dr. Harold Pardue informed the deans that Graduate students will be hooded by their respective major professors at the Spring 2020 Recognition Ceremony. Kelly Osterbind will send the list of students to be hooded to the deans prior to the ceremony. Ms. Osterbind indicated that the faculty who will be participating have already been notified and have confirmed.
3. Winter WOW: Dr. Nicole Carr announced the dates for the Winter Week of Welcome as the first week of the spring semester 2021-22, wrapping up with the MLK Day of Service activities on January 17, 2022. Dr. Carr asked deans to notify her of their interest in participating.
4. TRS Service Credit for Faculty on One Year Sabbatical: Item tabled for a future meeting pending receipt of additional information.
5. SACSCOC Update: Dr. Angela Coleman reviewed the expectations of deans for the upcoming SACSCOC review including resources, deadlines, and key points of involvement.
6. Strategic Planning Update: Dr. Coleman updated the group on the progress made in revising the University Strategic Plan.
7. Spring 2020 Graduates Recognition Ceremony: Kelly Osterbind reviewed the plan for the Spring 2020 Graduates Recognition Ceremony that will be held on October 1, 2021. Information was sent to the deans regarding seating and platform party lineup. Faculty attendance is encouraged but not required.
8. QEP update: Dr. Julie Estis introduced the 2023 Quality Enhancement Plan Roadmap including the timeline for development as well as the deadline for the final written QEP and pilot initiation.
9. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Transmission rates are being monitored and COVID policies will be updated accordingly.
10. Other:
  - A. Dr. Andi Kent endorsed the upcoming virtual Case Conference

## Council of Academic Deans

Approved Minutes

September 22, 2021

9:00 am

Zoom



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**“Development for Deans and Academic Leader” that was shared with the deans by Kevin Fralicks, Associate Vice President for University Development. Dr. Kent also shared the response from Interim President Smith to the Faculty Senate regarding the University’s response to the COVID-19 pandemic.**

- B. Dr. S. Raj Chaudhury announced that Scantron has been replaced by the web-based assessment system Akindi. Webinars and training sessions are now available.**
- C. Sal Liberto announced November 13, 2021, as the date for the upcoming USA Day on campus.**

# Council of Academic Deans

Approved Minutes

October 6, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Julie Estis

1. Minutes of the September 22, 2021 meeting were approved as distributed.
2. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Transmission rates are being monitored and COVID policies will be updated accordingly.
3. Gray Data for Program Analysis: Dr. Andre Green introduced an opportunity for deans to submit a proposal for a new or revised undergraduate program that would include the potential for additional resources. Proposals are due by Friday, November 5, 2021. Dr. Green also reminded the deans that the Program Comprehensive Reviews should be submitted to the Provost's Office by January 10, 2022. Dr. Green agreed to forward the original request and summary to the deans by email as a reminder.
4. DEI MCOB Research Grant: Dr. Alvin Williams shared information about a Mitchell College of Business Diversity, Equity, and Inclusion (DEI) research grant. The deans offered suggestions to enhance the DEI effort and were encouraged to continue discussions with Dr. Williams.
5. Comprehensive Review of Chairs: Dr. John Usher presented proposed changes to the Comprehensive Review of Chairs policy. Dr. Usher and Dr. Guest will further revise the policy and present it to the deans at a future meeting for approval.

# Council of Academic Deans

Approved Minutes

October 20, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chaudhury, Anjanetta Davis, Sal Liberto, Kelly Osterbind, Julie Estis, Beth Shepard, Delwar Hossain, Ashley Suggs

1. Minutes of the October 6, 2021 meeting were approved as distributed.
2. Expanded Services Available to Students: Dr. Nicole Carr gave an overview of the expanded mental health services that are available to students on campus through the Counseling and Testing Center.
3. CourseLeaf Curriculum Inventory Management Solution: Ashley Suggs introduced Courseleaf as the new bulletin and workflow software purchased by the University to streamline the institution's course and program management process.
4. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Transmission rates are being monitored and COVID policies will be updated accordingly.

# Council of Academic Deans

Approved Minutes

November 3, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Julie Estis, Clive Woods, Lynne Chronister, Michael Chambers

1. Minutes of the October 20, 2021 meeting were approved as distributed.
2. COVID Update: Dr. Julie Estis gave an update on campus COVID cases and vaccine incentives for students. Transmission rates are being monitored and COVID policies will be updated accordingly.
3. Expertise Mapping: Michael Chambers briefed the deans on the recent USA Foundation for Research and Commercialization (FRAC) Board meeting in which it was determined that one of the action items for FRAC was to determine the specific expertise of USA faculty in order to communicate that easily to the private sector. Dr. Clive Woods presented his efforts on expertise mapping for the College of Engineering.
4. Comprehensive Review of Chairs Policy: Dr. John Usher presented a proposed clarification to the policy. The revision was unanimously approved by the deans and will be sent to the Faculty Senate for their review.

# Council of Academic Deans

Approved Minutes

November 17, 2021

9:00 am

Zoom

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**Members Present:** Andrea Kent (Interim Provost/SVPAA), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Richard Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Harold Pardue (GRAD & SOC), Alvin Williams (MCOB), Kathy Cooke (HON)

**Guest(s):** Charles Guest, Andre Green, Bobbie Hancock, Nicole Carr, Angela Coleman, S. Raj Chaudhury, Anjanetta Davis, Sal Liberto, Kelly Osterbind, Beth Shepard, Delwar Hossain, John Friend, FeAunte Preyear

1. Minutes of the November 3, 2021 meeting were approved as distributed.
2. Overview of Mental Services on Campus: John Friend gave an overview of the expanded mental health services that are available to students on campus through the Counseling and Testing Center.
3. Title IX: Pregnancy and Parenting Accommodations: FeAunte Preyear discussed the need to educate faculty members on pregnancy and parenting accommodations that are required under Title IX.
4. Proctoring Policy Update: Dr. S. Raj Chaudhury proposed updates to the Proctoring Policy. Dr. Chaudhury will edit the document to reflect suggestions from the deans for review at a future meeting.
5. Review of the Policy for LMS Certification of Faculty Members: Dr. Chaudhury gave an overview of this policy as a refresher for the deans.