

Council of Academic Deans

Minutes

January 18, 2024

10:30 am, AD 324

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (GRAD), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Ashley Suggs, Lisa LaCross, Mathew Cox, Donna Streeter

1. Minutes of the December 6, 2023 meeting were approved with the following edit:
 4. Laptop Policy and ILC Updates – Dr. S. Raj Chaudhury presented the updates to the laptop policy and opened discussion on a potential AI workgroup to address AI best practices for **beyond** instruction and learning.
2. Enrollment Building Priorities by College/Department – Mathew Cox reviewed his plan for working with colleges on enrollment plans. Dr. Kent reminded deans to work with Mathew to reach out to faculty in their respective colleges who have volunteered to participate in contacting prospective students.
3. Artificial Intelligence Committee - Dr. Kent discussed the newly formed AI Committee that will be chaired by Dr. Todd Andel. The committee will have representatives from both the University general division as well as USA Health.
4. Boys and Girls Club – Dr. Kent discussed the recent meeting with the Boys and Girls Club and their partnership requests for University participation in projects beyond single campaigns. Contact information for the Boys and Girls Club representatives will be emailed to all deans and AVPs.
5. Recommended Computer Specs for USAonline – Dr. Lisa LaCross gave an overview of the draft computer specifications and asked for feedback from the colleges. All feedback received will be incorporated into a new draft to be presented to the deans at a later date.
6. Other - Dr. Pardue will be reaching out to colleges to discuss how AI is affecting Academic Misconduct. Dr. Kent announced that we have kicked off the VP of Research and Economic Development search and that an announcement to the public will be made on January 19th naming Major Applewhite as the new head coach of the football program.

Council of Academic Deans

Minutes

January 31, 2024

9:00 am, AD 324

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (GRAD), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Chris Hansen, Dusty Layton, John Elliott

1. Minutes of the January 18, 2024 meeting were approved.
2. COI Disclosure & EPA Questions – Chris Hansen presented the revised Conflict of Interest disclosure policy and detailed the new features of the COI system. A red lined version of the policy will be distributed to the deans for review. If there are no additional changes, the policy edits will move forward for approval.
3. Priority Registration for Honors Students - Dr. Doug Marshall opened a discussion to review options for allowing priority registration for Honors students. Dr. Marshall will submit a proposal for review and feedback by the deans.
4. Annual Report - Dr. Andi Kent discussed the plan to continue the annual President's Report, launched last year. The requests to the colleges for President's Report data will also be used for dean's annual evaluations and SACSCOC reporting.
5. Other - Dr. John Smith will speak at both ceremonies during the Spring 2024 Commencement on May 4, 2024.

Council of Academic Deans

Minutes

February 27, 2024

9:00 am, AD 130

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (GRAD), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Ashley Suggs, Mathew Cox, Phil Fishel, Bobbie Hancock, Angela Coleman, Mike Mitchell, Chris Cleveland, S. Raj Chaudhury, Bri Ard, Peter Susman

1. Minutes of the January 31, 2024 meeting were approved as written.
2. Spring 2024 Textbook Update – Chris Cleveland announced that JagPak (First Day Complete) will launch Fall 2024 at a cost of \$22 per credit hour. A webpage is under construction that will provide more information to faculty and students. Dr. Cleveland also informed deans that the bookstore will be under renovations during the summer semester.
3. Software Update – Ashley Suggs announced that the Faculty Gradebook will be updated to the Banner 9 platform. It is expected to be ready for use for Spring 2025.
4. Visitor Parking – Peter Susman reviewed the new process for visitor parking on campus which will give more control to the individual colleges and departments. Each area will designate a parking custodian who will manage all visitor parking requests for their department in DocRoute. Colleges and departments should notify Mr. Susman of their designee by April 1st.
5. Fulbright Opportunities – Bri Ard gave an update on our current Fulbright program participation and discussed ways to encourage more participation from faculty and students. Deans were asked to submit names of representatives from their colleges to serve on a newly formed Fulbright Committee that will be appointed by Dr. Kent.
6. Council of Academic Leaders – Dr. Andi Kent announced the new name for the full group council as the Council of Academic Leaders (CAL). This group will continue to meet every 4 weeks alternating with the Council of Academic Deans.
7. Other -
 - a. Dr. Kent: Data required for the annual evaluations will mirror the data for the annual report. That request will go out to the Council of Academic Leaders and the President's Council soon.
 - b. Dr. Emily Wilson: The new Healthcare Leadership Certificate Program has kicked off in the College of Medicine.
 - c. Dr. S. Raj Chaudhury: If you haven't already, please submit the minimum computer specifications for your college as soon as possible.

Council of Academic Deans

Minutes

March 13, 2024

9:00 am, AD 130

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (GRAD), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Ashley Suggs, Angela Coleman, Kathy Friedrich, Denise Robb, Charles Erwin

1. Minutes of the February 27, 2024 meeting were approved as written.
2. Assessment – Dr. Angela Coleman introduced Kathy Friedrich who reviewed the new process for assessments in Watermark.
3. Credit for Military Training/Experience – Dr. Charles Erwin discussed the Joint Service Transcript (JST) that is used to transfer in credit for military affiliated students. Dr. Erwin and Ashley Suggs requested permission to speak with the Council of Chairs to determine which credit hours are able to transfer for prospective students using the JST. Dr. Kent will charge a new committee to review the ACE manual and the JST to recommend ways of increasing military student enrollment.
4. International Scholar Scholarship Program – Dr. Rick Carter announced that the Global USA retention/admission plan will go out to all deans with their list of incoming students to be contacted. Denise Robb reviewed the definitions of all categories of international scholars on campus and briefly explained the process for hiring foreign nationals as well as the resources available to assist deans with navigating the process.
5. Other –
 - a) College of Medicine Match Day will be held March 15, 2024
 - b) The Literacy Reimagined Conference held on campus was received well by all visitors.
 - c) A state-wide science and technology fair will be held on campus on March 23, 2024 and all are invited to attend.

Council of Academic Deans

Minutes

April 11, 2024

9:00 am, AD 130

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (GRAD), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Angela Coleman, Alison Wood, Nicole Carr, John Elliott, Kenneth Germany

1. Minutes of the March 13, 2024 meeting were approved as written.
2. Faculty Qualifications Manual – Alison Wood presented the proposed Faculty Qualifications Manual. This manual does not include any new policies but will streamline the credentialing process and reduce the necessity for exceptions. The guidelines were created with input from the faculty within each discipline. Deans are asked to review the manual and notify Institutional Effectiveness of any edits.
3. Student Success Priorities– Dr. Nicole Carr reviewed the current Student Success priorities and shared the EAB infographic with the deans. Following, Dr. Kent noted our recent increase in retention rates that came as a result of the combined work of the Student Academic Success team and the colleges.
4. Other –
 - a) John Elliott presented the Staff Assembly creation timeline and next steps.
 - b) Dr. Kent gave updates on the college town halls, recruitment, the Huddle, and the corrected Summer Salary rates on the website.

Council of Academic Deans

Minutes

April 25, 2024

9:00 am, AD 130

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (GRAD), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS)

Guest(s): Charles Guest, Angela Coleman, Nicole Carr, Sinead Ni Chadhain, S. Raj Chaudhury, Mathew Cox, Ashley Suggs, Anjie Davis, Bobbie Hancock

1. Minutes of the April 11, 2024 meeting were approved as written.
2. FS Bill 1027 & FS Bill 1028 - Dr. Sinead Ni Chadhain presented new Faculty Senate Bills #1027 (4.7) Faculty Ombudsperson Policy and #1028 Non-tenure Track Promotion Policy Revision to the deans.
3. Chat with a Professor Initiative – Mathew Cox updated the deans on recruitment efforts and the results of the new initiative “Chat with a Professor” and requested that all colleges consider participating in this program.
4. Honors Registration Proposal – Dr. Doug Marshall presented a proposal to allow for a 24-hour priority registration time for Honors students. This was approved by the deans and Ashley Suggs will implement this with the next registration cycle.
5. Other – Dr. S. Raj Chaudhury reminded deans of CoTL here on campus on May 6, 7 & 8 as well as the implementation of JagPack for the students.

Council of Academic Deans

Council of Academic Leaders

Minutes

May 23, 2024

CAD Present: Andi Kent, Andrzej Wierzbicki (A&S), Clive Woods (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

CAL Present: Charles Guest, Ashley Suggs, Angela Coleman, Nicolle Carr

Council of Academic Deans

1. Minutes of the April 25, 2024 meeting were approved as written.
2. Faculty Senate Bills:
 - FS Bill 1028 Non-Tenure Track Professorial Level Positions and FS Bill 1025 Pre-Tenure Review of Tenure-Track Faculty - were discussed and tabled for a later date so FS representatives could address questions.
 - FS Bill 1027 Faculty Ombudsperson - after discussion, Dr. Kent asked Dr. Doug Marshall and Dr. Susan Gordon-Hickey to review and present recommendations to the deans at a future meeting.
 - FS Bill 1026 Professional Leave - after discussion, Dr. Kent asked Dr. Michael Capella and Dr. Andrzej Wierzbicki to review and present recommendations to the deans at a future meeting.

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3. W.O.W – Dr. Kent presented the Week of Welcome calendar of events and ways that the colleges can engage with students during this time. Dr. Kent also updated the deans on enrollment and orientation.
4. Other:
 - a) Dr. Kent announced that Lundi Gras is a new approved holiday starting in 2025
 - b) CAD/CAL meeting schedule and format change discussed.

Council of Academic Deans

Council of Academic Leaders

Minutes

June 12, 2024

CAD Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Michael Capella (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), Angela Barlow (CEPS), Emily Wilson (COM)

CAL Present: Charles Guest, Ashley Suggs, Angela Coleman, Nicolle Carr, Bobbie Hancock, Christine Wassenaar, Ashley Gibson, Lisa LaCross, Anna Catherine Fincher, Nick Lawkis, Joe'l Billingsley, Peter Susman, Darren Baxley, Anjie Davis, Casey Casio

Council of Academic Leaders

1. Minutes of the May 23, 2024 meeting were approved as written.
2. SB 129 Update: Joe'l Billingsley and Nick Lawkis updated the deans on the current status of SB 129 and our progress on the compliance. The target date for full compliance is October 1, 2024.
3. Faculty Senate Bills: Dr. Christina Wassenaar presented the Faculty Senate Bills 1025 Pre-Tenure Review of Tenure-Track Faculty and 1028 Non-tenure Track Promotion Policy revision to the deans and answered questions.
4. Start South Auto Admit Process: Dr. Andi Kent briefly discussed the Start South Auto Admit Process and announced that there would be no changes for the upcoming academic year.
5. Verification of Student Identity: Lisa LaCross presented the Verification of Student Identification Policy Update and answered questions from the deans. The policy will be reviewed by Dr. Andi Kent before approval.
6. Other: Peter Susman introduced the new Chief of Police Darren Baxley to the deans.

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7. Faculty Senate Bill 1025 Pre-Tenure Review of Tenure-Track Faculty: Was discussed and a minor modification will be made and sent to deans for a vote. Faculty Senate Bill 1028 was tabled for a future meeting.
8. Department Promotion Committee Membership: Dr. Charlie Guest led the discussion regarding Promotion Committee membership for the new Non Tenure Track Instructor rank. At this time, guidelines set forth in the current policy will remain the same.
9. Other: Dr. Kent passed out the current President's Report to the deans, discussed new college specific buttons and announced Coach Applewhite as the next Speaker by the Bay at the Baldwin County Campus. Dr. Kent also announced that Title IX changes to policies are in the works and reminded department heads that out-of-office responders for staff and faculty should be used for true out of office occasions and not situations when employees are busy in the office.