

**Academic Deans' Council**  
**January 24, 2013**  
**Provost's Conference Room**  
**Minutes**

**Present:** N. Allen, J. Miazga, L. Mayrand, A. Wallace, A. Siefker

**Minutes:**

1. Topic: Minutes from last meeting.  
Minutes were approved without changes  
Responsible Party: N. Allen

**Guest:**

2. Topic: Update on Advising Software (Brian Braden)  
B. Braden updated members on the current status of advising software. He detailed the issues involved and the viability of *GradesFirst*. A review of the software will be scheduled by mid-February for members and representative department chairs. The Freshman College will underwrite the cost of the software contingent on receipt of line item funding. Assuming that funding is in place, the software will go live at the beginning of the 2013 fall semester.  
Responsible Party: N/A, Informational

**Old Business:**

3. Topic: Freshman Seminar (Andy Wallace)  
A. Wallace provided an update on the proposed freshman seminar, including information about the requirements for its inclusion in the Component Area Option.  
Responsible Party: N/A; Informational
4. Topic: Semester Final Grades (Nancy Allen)  
N. Allen discussed with members the unintended consequences when grades are submitted late, including omission from the Deans' List. To address the issue in part, C. Weeaks will send notices on the hour the day grades are due to department chairs as well as to deans.  
Responsible Party: N/A; Informational
5. Topic: Annual Faculty Evaluations (Nancy Allen)  
N. Allen reviewed the annual faculty evaluation process, particularly as it impacts adjuncts and other faculty who have left employment to ensure that evaluations are submitted for every faculty member teaching during the time covered by the review  
Responsible Party: N/A; Informational

6. Topic: Schedule Build and Advising/Registration Schedule (Nancy Allen)

N. Allen offered for the members' approval the proposed timeline for schedule build, advising, and registration. Based on the members' approval, C. Weeaks will publish the information.

Responsible Party: C. Weeaks

**New Business**

6. Topic: Degree Requirement Modification (Nancy Allen)

N. Allen discussed with members the change in residency requirements from 30 hours to 25% to be in compliance with SACS 3.5.2. The change has been made to the catalog. Affected programs should be aware of the change and implement it accordingly.

Responsible Party: N/A, Informational

7. Topic:

Members reviewed a spreadsheet identifying scheduled classroom technology refreshes for spring 2013 to identify those that might be postponed until next academic year.

Members will consult with appropriate constituents and send results to N. Allen.

Responsible Party: Deans; N. Allen

**Roundtable**

Andy Wallace

- Work continues on the proposed new student orientation. Members discussed possible revisions to the morning presentation.