

Minutes **TO POST**
ACADEMIC DEANS COUNCIL
Wednesday, September 4th - 3:00 p.m.
President's Conference Room - Blackwell

PRESENT: John Omachonu (Chair), Marie Nicholson, Rick Cary, Joanna Pierce, Donna Parsons, Scott Pearson, Cathy Adkins, and Danielle Hagerman (recorder).

1. Approval of Minutes - *Approved*

2. Dean's Updates
 - a. Donna Parsons
 - i. Scheduled a Graduate Council meeting
 1. First order of business is to develop process and forms for new graduate programs as well as to change current graduate programs
 2. Will develop form for proposed programs based on Art Therapy proposal
 - b. Cathy Adkins
 - i. Online courses
 1. One large issue – listing a class as traditional seated, but meeting online and not telling otherwise
 2. Donna – would like some sort of registration form, including the following checks:
 - a. If Gen Ed – approved by Cathy
 - b. Online teaching credentials
 - c. Rational on why online and not seated
 3. Next Academic Deans Council on Oct. 2nd – everyone bring 2-3 policy items
 - c. Marie Nicholson
 - i. Would like to have schedules by **10/2**
 1. Preferred format: Excel spreadsheet
 2. For those habitual late offenders, will give names to Deans
 3. Make note of online vs blended vs traditional courses
 4. Drafts to Deans due Sept 23rd
 5. September 25th, Deans will meet
 - ii. We NEED to know who are in classes. Send Care Reports, updates, etc.

3. Provost Office Updates – John Omachonu
 - a. Sabbatical
 - i. Currently MHU sabbatical policy fails to mention policy regarding multiple grants
 - ii. Financial implication of taking sabbatical needs to be explained in application
 1. Include financial arrangements/workload responsibilities
 2. Add to faculty handbook
 - iii. Need written policy on ACA grant. John will work with Marc to draft policy, and bring to Deans
 - iv. Take note timing: ACA applications are due in fall. Need to make all parties aware ahead of time, including chairs.
 - v. Nominees presented, voted. Winner: **Kerri Jamerson**
 - b. Workloads

- i. Please send all faculty (F/T, P/T, Traditional, AGS) workloads to Danielle before September 11th for payroll.

4. Adjourn – Next meeting is Wednesday, September 18th at 3pm in the President’s Conference Room