

*Minutes* **TO POST**  
ACADEMIC DEANS COUNCIL  
Wednesday, September 16th - 3:00 p.m.

PRESENT: Tracy Parkinson (Chair), Donna Parsons, Joanna Pierce, Audrey Martin-McCoy, Jonathan McCoy, Chris Cain, Rachel Mitchell, Amanda Knapp, and Danielle Hagerman (recorder).

A. Review Process for New Programs - Team

- TSP proposes process should happen in this order - I believe there is a previously established document that we could link in here
  - Admin Feedback (deans and provost)
    - Focus on institutional capacity, strategic alignment, etc
  - Assessment Committee review (IE Director)
    - Focus on plan for assessment and SLOs
  - Curriculum Committee review, giving consideration to recommendations and observations from
    - Focus on curricular design
    - Action Item: Revision of Curriculum Committee Proposal Forms
  - Recommendation from Curriculum Committee to faculty
  - **Action Item:** AK and TSP explore Teams sites for standing committees
  - **Action Item:** AK share checklist with TSP for workflow edits
- Audrey – breakdown occurs within Assessment and Curriculum committee steps, would be beneficial for these two groups to meet
  - Joanna – logistically this would prove difficult as curriculum committee usually meets the week before Faculty Meetings
    - Possibly switch departmental and governance meetings to allow more time?
      - May have SGA implications, Amanda will talk to Dave to find out if this is the case
- Is there a reason new programs are tabled for two months?
  - Might be due to Robert's Rules—will look into it

B. Updates on Prior Action Items

- Review and Update Credit Hour Policy - Audrey, Marie, Donna, Joanna
  - **Action Item:** TSP provide samples
- Check on SARA reporting requirements - Donna
- Get Course Evals on fall agenda for appropriate committee - Amanda, Kim
  - **Action Item:** Amanda and Kim working on establishing special committee
- WEAVE set up - Kim, Audrey
  - WEAVE 101 training upcoming. **Action Item:** Need to confirm date.

C. New Items:

- SACSCOC Monitoring Resolved - Thanks and congrats to Audrey and all who supported her
  - Action Item: Yippee!
- S Asheville - Tracy
  - Update on feedback Tony received
  - **Action Item:** Audrey and Donna begin development of notification
- BIR form - Tracy
- Standardized Tests - Tracy, Amanda, Donna

- Amanda and I have discussed opening up faculty discussions of test optional considerations, given that this movement seems to have been accelerated by the pandemic.
- **Note:** On agenda for AAFSA Committee discussion.

Area Updates: Since Last Meeting

Upcoming Goals

Area Updates: Since Last Meeting		Upcoming Goals
A&S	<ul style="list-style-type: none"> <li>• Startup of in-person instruction (including fine arts studios/practice rooms, and science labs!) is going smoothly.</li> <li>• Art faculty exhibit in Weizenblatt currently running</li> <li>• All department chairs met with the dean to discuss schedules for spring, program/curricular review efforts, etc.</li> <li>• Moore and Wall-Ferguson Arts/Sciences faculty successfully sharing an admin assistant now</li> </ul>	<ul style="list-style-type: none"> <li>• Gen Ed Targeted Revision efforts recommencing (GE 112 revision completed last year, FYS111 and I&amp;I revisions ongoing)</li> <li>• Program and curricular revision efforts should be in full swing next month</li> <li>• Hoping to advance a new major (in Interdisciplinary Studies) to the next stage of review.</li> </ul>
CETL	<ol style="list-style-type: none"> <li>1. Working on CETL Website</li> <li>2. Starting to developing a plan for MHU new faculty mentorship program and Reflective Teaching Seminar</li> <li>3. Have a new space in Library (painted and looking for furniture)</li> </ol>	<ol style="list-style-type: none"> <li>1. Have “soft opening” of CETL page</li> <li>2. Final Draft of the RTS for new faculty.</li> <li>3. Have a soft opening of the CETL space</li> </ol>
CDEI		3.
Faculty Chair		
IEA	<ol style="list-style-type: none"> <li>1. Held launch meeting of the Compliance Certification Sub-Committee</li> <li>2. Presented assessment and accreditation reaffirmation information during the Faculty Workshop and the initial Institutional Reaffirmation Leadership Team Meeting</li> <li>3. Conducted the co-curricular programs and administrative units outcomes assessment drop-In sessions</li> <li>4. Generated and presented the Compliance Certification Working Group Training</li> <li>5. Prepared and posted materials for the outcomes assessment update with the Assessment Committee for Academic programs</li> </ol>	<ol style="list-style-type: none"> <li>1. Schedule and conduct small group follow up meetings with members of the Compliance Certification Working Group</li> <li>2. Participate in the planning and onboarding of the Weave assessment and accreditation software system</li> <li>3. Complete and submit the SACSCOC 2020 COVID-19 Pandemic Survey</li> <li>4. Meet with Amanda to discuss 2020-21 academic activities</li> <li>5. Follow up with individuals completing the co-curricular program and administrative</li> </ol>

		units outcomes assessment process.
IR	<ol style="list-style-type: none"> <li>1. 8.1 Committee formed, first meeting is next week</li> <li>2. Meeting set with Amanda to talk about course evaluations</li> <li>3. Began data collection for IPEDs reports</li> <li>4. Met with Audrey to follow-up on Weave</li> <li>5. Met with Jimmy Knight about New Alumni Survey</li> </ol>	<ol style="list-style-type: none"> <li>1. Progress toward updating goals and targets for 8.1 with the committee</li> <li>2. Outline next steps for course evaluations with Amanda and begin the process</li> <li>3. Complete IPEDs fall collection</li> <li>4. Work with those involved with Weave to establish Weave timeline</li> <li>5. Work with Marie, Jimmy and maybe IT to get New Alumni Survey delivery through Handshake</li> </ol>
Library	<ol style="list-style-type: none"> <li>1. Library Director position has been posted. In addition to HRs posting, it has been placed on the state library site (which will be distributed to library oriented listservs) and ACA's Bowen Central Library. So far, 13 applicants have submitted.</li> <li>2. Library traffic seems less, but steady.</li> <li>3. Classes, individual consultations, and reference remain active.</li> <li>4. Put in place Covid precautions These are being observed and seem well received by students.</li> <li>5. Attended co-curricular and compliance training.</li> <li>6. Reviewed resources &amp; usage statistics to make informed decisions on cuts.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review applications and move forward with the process.</li> <li>2. Continue to promote information literacy through classes, individual consultations, and reference.</li> <li>3. Draft SLOs/Assessment for co-curricular and narrative for compliance certification</li> <li>4. Attend ACA Library Directors meeting</li> <li>5. Continue to review resources for purchase and elimination.</li> </ol>
PS&SS	<ol style="list-style-type: none"> <li>1. Signed agreements <ol style="list-style-type: none"> <li>a) AB Tech ED</li> <li>b) BRCC ED</li> <li>c) Mission Clinicals (4 programs)</li> </ol> </li> <li>2. Academic programs started the semester (twice), classroom space was negotiated, and casualties were limited</li> <li>3. Communication with faculty</li> </ol>	<ol style="list-style-type: none"> <li>1. Proposal for online version of MM.</li> <li>2. Plan for AVL Center</li> <li>3. Spring scheduling</li> </ol>

D. Adjourn 4:20pm