

Academic Council
Henderson Campus, C224
May 10, 2006

Members Present: Mike Richards, Chris Kelly, Hyla Winters, Carlos Campo, Kay Moormann, Fran Brown, Charles Okeke, Joe West, Mitzi Ware, Chemene Crawford, Terry Norris, Clarissa Erwin, Peg Pankowski, Darren Divine, Alok Pandey, Kathryn Jeffery

Members Excused: Art Byrd, Pat Zozaya, Eun-Woo Chang, Thomas Brown, Warren Hioki

Others Present: Dennis Soukup (proxy for Joanne Vuillemot), Alok Pandey

1. Dr. Richards opened the meeting at 9:02 a.m. with the Dean's Training. Academic Deans and Directors are invited to participate in this training. Charles Okeke, Hyla Winters, Joe West, Chris Kelly, Dennis Soukup, Alok Pandey, Kay Moormann, Carlos Campo, Fran Brown, & Peg Pankowski were all present. At the previous meeting, the group was asked to continue reading the next two chapters from the book, College Deans – Leading from Within. They had an extensive discussion covering chapters 8 & 9.

Dr. Richards encouraged each dean to teach one course every academic year; he informed them that he would do the same. He also advised the group that there would be a Deans' Retreat in June and some time set aside in August to talk about some strategic leadership.

The group was asked to take break before the regular meeting started.

2. The group reconvened at 10:03 a.m. with Dr. Richards congratulating Chemene Crawford and Ann Johnson on their new appointments.
3. Dr. Richards reminded the group that the curriculum cut off for catalog was June 5, 2006. He also reminded the group that July 10, 2006 would be the deadline to get all material in for the Fall Academic Affairs' Newsletter.
4. Dr. Richards motioned for approval of the April 12, 2006 minutes. The minutes were approved.
5. Joe West distributed a draft copy of the substitution/waiver request form. He pointed out the changes that were made to the existing form. After an extensive discussion, Carlos Campo suggested Joe take the document back, make the suggested changes, and bring back to the group.

6. Dr. Richards distributed an article, *Faculty Evaluation of Student Work: Simple, Powerful, and Overlooked*, for the group to read. He informed them that they would be getting such articles from time to time.
7. Terry Norris gave an overview on the new website; he also distributed a timeline for online course development. Terry explained that SunGard Higher Education has agreed to develop 9 programs fully online within the next 3 years.
8. Dr. Richards explained to the group that the college was out of compliance regarding cell phone reimbursements. He explained that this was under review and there would be an attractive plan forthcoming.
9. Dr. Richards informed the group that the 4 & 8 wk sessions were a success. He extended a well deserved thank you to all the chairs and faculty. He also expressed that he would like to extend this block scheduling model to all the sites; especially with most High Schools moving towards block scheduling next year.
10. As an informational item, Dr. Richards informed the group that Astra Scheduling was scheduled to do 3 demonstrations on the Charleston Campus on May 19, 2006. He extended an invitation to all faculty, staff, chairs, & deans. He asked Joe West to email the times to everyone.
11. Dr. Richards informed the deans that they would continue to get hosting funds, but that the funds would be increased next year.

The group was informed that equipment request letters were going in the mail this week; also that the Purchasing Department was holding very tightly to the cut off dates.

Dr. Richards advised the deans that it would be up to them to ensure that all full time faculty evaluations are done and sent to Human Resources. He also stated department chairs should be sending all part time faculty credentials to Human Resources.

12. Dr. Richards distributed a copy of the academic plan. He explained there were some differences between the academic plan and budget model. He asked the deans to take a look at their respective areas and see if they could align the components that would be most useful for them.

The meeting adjourned at 11:38 a.m.

Handouts available upon request.