

-APPROVED-

Academic Council Minutes

Gold Room – Bibb Graves Hall

August 20, 2008

Present:

Dr. Rebecca Turner, Vice President for Academic and Student Affairs
Dr. Joe Delap, Associate Vice President for Academic Affairs
Dr. Tim King, Associate Vice President for Enrollment Management and Student Affairs
Dr. Frank King, Associate Vice President for Distance Education
Mr. Vinson Houston, Information Technology
Dean Bill Carr, College of Graduate Studies & Continuing Education
Dean Bill Fielding, College of Commerce & Business Administration
Dr. John Hammett, College of Education and Prof. Studies
Dr. Phyllis Waits for Dean Sarah Latham, College of Nursing and Health Sciences
Ms. Lisa Williams for Dean Earl Wade, College of Arts and Sciences
Mr. John-Bauer Graham, Dean, Library Services
Dr. Jay Ketterer, Director, International House and Programs
Dr. Alicia Simmons, Director, Institutional Research and Assessment
Mr. Ralph Burke, Director, JSU-Gadsden
Ms. Kelly Osterbind, Registrar
Dr. Brent Cunningham, Faculty Senate President
Ms. Jennifer Nix, SGA President

Absent:

Dr. Louise Clark, Assoc. Dean, College of Commerce & Business Administration
Mr. Joe Whitmore, Director, Special Services

Old Business:

1. Minutes of the July 16, 2008 meeting were approved as submitted.
2. Mr. Graham provided a Luminis update. Student Life has migrated to the “new look.” Business Affairs appears prepared to migrate. Next will be Academic Affairs. Mr. Houston

provided a Banner update. Reporting is still being worked on. The purging of student registrations for non-payment went as it should have. Dr. Ketterer asked about workflow needed to allow for electronic submission of incompletes that have been completed. Mr. Houston added that to the list of workflows needed.

3. Dr. Simmons provided an update on Fall credit hour production (hand out provided). Exact comparison data from previous years being unavailable, we appear to be up 41 students over 2007. Numbers for distance education show a 2% increase over last year. Head counts for fall of past year showed that numbers were up 194 students overall compared to the previous year. However, credit hour production was down .08 per student compared to the previous year (2006-2007).
4. Dr. Tim King reported that application forms will be changed for next year to capture information on applicants' prior felony convictions. IELTS will now be accepted in addition to TOEFL for non-native speakers English. The "country" category will also be added to the application. Question regarding felony charges and current litigation will not be included to avoid self publication of harmful information.
5. Dr. Fielding provided an update on a tuition payment plan study under way. Nelnet has been identified as a viable solution to allow students to pay for charges via scheduled payments. It can be installed by spring of 2009 and is Banner compatible. Dr. Carr moved and Mr. Burke seconded that the software be put in place by spring 2009. The motion carried unanimously.
6. Dr. Simmons provided an update on summer sessions, including sample surveys. The timeframe for conducting the study is short, with results needed by October. Feedback is needed by August 27. The goal is to find ways to make summer more responsive to students' needs.

New Business

1. Dr. Cunningham reported that faculty senate was concerned about need to have semester schedules online. Also more time is needed for grading of finals. The question has been raised whether or not finals could be counted for contact hours or if number of contact hours per class could be reduced. Further discussion in faculty senate is needed. The issue of whether tuition waivers can be provided to document scholarships, as our competitors do, still needs to be worked out with Business Affairs. A recommendation on these issues is

forthcoming.

2. Ms. Nix reported that there were no new issues in student government.
3. Guests Karen Davis and Dianne Wells presented information on the new online employment process, People Admin, which will allow access to job posting and applications specific to supervisors' areas. The system goes live on October 1. The process will be completely electronic with no paper applications accepted. A template for faculty positions is being developed. Questions were raised concerning posting of salaries. These questions are yet to be addressed. Revision of posted requirements and a confidentiality statement are also under review.
4. Dr. Turner reported that the IDEA faculty evaluation system is to be piloted this fall with a survey. Samples were included as handouts. Drs. Simmons and Cunningham explained form usage and commented on the ease of use and utility of the instruments. Dr. Turner will fund the project.

Announcements

Dr. Fielding noted that Gadsden State Community College had established a two-year program at the Depot. Dr. Turner expressed that there is a need to investigate. Mr. Burke commented that 100- and 200-level classes need to be approved by two-year institutions before being offered off campus in the area.

Dr. Tim King reminded everyone of the upcoming inaugural student convocation.

Dr. Waits provided an update on Dr. Latham's progress.

Dr. Simmons reminded all present of PRISM due dates and announced new clerical staff in her office, Ms. Kim Presson. Mr. Minhas is moving to a new job at Dartmouth. Mr. John Rosier is also to begin working with OIRA.

Ms. Osterbind expressed thanks to all for making graduation a success.

Respectfully submitted by Joe Delap, AVPAA