

**-APPROVED-**

**Academic Council Minutes**

**Gold Room – Bibb Graves Hall**

**December 3, 2008**

Present:

Dr. Rebecca Turner, Vice President for Academic and Student Affairs  
Dr. Joe Delap, Associate Vice President for Academic Affairs  
Dr. Sherri Restauri for Frank King, Associate Vice President for Distance Education  
Dr. Tim King, Associate Vice President for Enrollment Management and Student Affairs  
Dean Bill Carr, College of Graduate Studies & Continuing Education  
Dean Bill Fielding, College of Commerce & Business Administration  
Dean John-Bauer Graham, Library Services  
Dr. John Hammett, College of Education and Prof. Studies  
Dean Sarah Latham, College of Nursing and Health Sciences  
Dean Earl Wade, College of Arts and Sciences  
Mr. Ralph Burke, Director, JSU-Gadsden  
Ms. Kelly Osterbind, Registrar  
Dr. Brent Cunningham, Faculty Senate President  
Ms. Jennifer Nix, SGA President

Absent:

Mr. Vinson Houston, Acting Vice President for Information Technology  
Dr. Louise Clark, Assoc. Dean, College of Commerce & Business Administration  
Dr. Jay Ketterer, Director, International House and Programs  
Dr. Alicia Simmons, Director, Institutional Research and Assessment  
Mr. Joe Whitmore, Director, Special Services

Old Business:

1. Minutes of the October 15, 2008, meeting were approved as submitted.
2. Mr. Graham provided a Content Management update. Training of Business Affairs in inputting information is ongoing. Faculty Senate representatives will be meeting with

Content Management team again soon. The “Blue Pages” are slated to be put online.

3. Dr. Turner noted that Dr. Carr’s Summer Schedule Committee will remain intact to continue moving forward with improvements ensuring that the schedule is manageable and flexible. Dr. Cunningham commented that Faculty Senate would like to see further work of the committee to solve scheduling issues and work with OIRA to determine those courses that can best be offered to help avoid losing tuition revenue during the summer. Dr. Turner asked that deans review courses currently proposed for summer terms and add the needed courses referenced by Dr. Cunningham. She also requested that OIRA provide data showing progress toward closing the gap between desired summer courses and those being offered (with particular attention to what GSCC our students are taking in the summer).

Core courses, required major courses and any courses needed to graduate need to be included among those offered in the summer terms. Online courses are also needed, according to Dr. Restauri. Dr. Cunningham pointed out conflicting needs of undergraduate and graduate students during the summer terms.

4. There is no news on proposed Academic Calendars.
5. The VPIT search committee has held its final meeting. Dr. Turner will provide an official summary of all evaluations to Dr. Meehan. Committee members were asked to confidentially rank candidates with results going to the president, as well. Dr. Turner expressed her appreciation for everyone’s participation in the search process, which resulted in good community involvement.

### New Business

1. Dr. Cunningham provided recommendations from Faculty Senate, as follows:
  - a. Academic scholarship issues are going to Dr. Tim King and Dr. Turner concerning how to improve scholarship processes through more timely communication with prospective students. The issues will be passed along to the Scholarship Committee and then to Academic Council. Also, next year all scholarships will be audited. Policies and procedures need to be clearly described and followed. Work on this is being carried out. Departmental information is already being solicited. Dr. Hammett asked if non-admitted students could take courses on campus offered by community colleges and not by JSU. Dr. Tim King pointed to a drop in enrollment that could result from raising admissions requirement.
  - b. Could all awards be put online, including criteria and applications for same?

- c. FS is looking at creating an exam grading period policy to include a minimum specified number of hours between last exam and grades being due.
- d. FS discussed that checking course prerequisites is not the responsibility of faculty teaching the course. Currently secretaries are performing this function. Could not a report be generated showed prerequisites met or not met? Ms. Osterbind commented that a master list could be generated, but even so this will not address the issue of overrides being granted. Students preregistered for courses before prereqs are met causes issues.
- e. Summer courses and faculty compensation for the same are being discussed by FS.
- f. The President's mandate from a few years ago to offer 40% of courses after 2 p. m. is being addressed. Some areas are complying while others are not. Growing market needs are not being met.

2. Ms. Nix presented two resolutions from student government. One concerned reporting of all grades at midterm (handout). Students want to know all of their grades at MT and not just those below a C. The second resolution concerned student worker payment scheduling. Dr. Turner offered to pass along the resolution to Business Affairs.

3. Dr. Turner presented information on modification of hours needed for full-time graduate status (from 9 to 6). Dr. Turner will present the proposal to Dr. Meehan.

4. Dr. Turner reported that services related to grants, contracts and restricted funds compliance were being expanded through the addition of a compliance officer in the auditor's office. This additional position will be funded through administrative costs included in grants. Dr. Latham asked that the employee be added to the Research and Service Committee.

5. Dr. Cunningham provided a handout on textbook policy. Faculty Senate recommends changing the language from textbooks "are to be used" to "should be used" a minimum of three years. Also recommended is changing "approved by dean" to "approved by department head." The recommendation was approved and forwarded to Administrative Council.

6. Dr. Turner presented a recommendation from the deans on tuition assistance to graduate assistants, limiting that assistance to 6 hours per term, Fall and Spring. The

recommendation was approved and forwarded to Administrative Council.

### Announcements

Dr. Hammett asked for moral support for the institutional report going to CACREP.

Mr. Burke mentioned that the state education budget was in a dire situation and needs to be monitored closely by all budget managers.

Dr. Restauri provided information on Second Life College Fair in which JSU participated. This platform will be very helpful in recruiting non-traditional students. Results of the fair will be shared with Admissions and others.

Respectfully submitted by Joe Delap, AVPAA