

Minutes
Council of Assistant and Associate Deans (CAAD)
October 9, 2014

Attendance: Lisa Lindquist-Dorr, Luoheng Han, Robert Hayes, Roger Sidje, Tricia McElroy, David Heggem, Sara Hartley, Leroy, Hurt, Dixie Macneil, Liza Wilson, Kathy Wetzels, Ken Fridley, Andrew Goodliffe, John Schmitt, Jacqueline Morgan, Mary Kay Meyer, Vicki Peebles, Melondie Carter, Kathleen Bolland, Mary Bess Paluzzi, Thomas C. Wilson, LTC Ken Kemmerly, Lesia Coleman-Linzy, Bradley Barnes, Ken Foshee, Ivon Foster McGowan, Michael George, Holly Hallmann, Mary Ellen Hanna, Brenda Hunter, Denny Savage, Teresa Wise, Kevin Whitaker, Jennifer Greer, Margaret Garner, Jon Dever

Dr. Kevin Whitaker welcomed the council and asked for the minutes from the last meeting to be approved. Melondie Carter motioned to approve the minutes. Dr. Whitaker introduced Margaret Garner, Interim Executive Director of the Student Health Center. Margaret discussed the two medical withdrawal policies that the University has in place; one for regular semester and one for terminated. She stated that the student health center has 350 medical withdrawals a year in which 90% come with a phone call. The University requires a letter from a medical professional to process a medical withdrawal. Margaret also stressed the University has never required a reason to be stated for a medical withdrawal. Margaret made a recommendation to discuss the medical withdrawal policy. The concern to connect students with UA resources, such as alcohol abuse, once they are cleared to back to campus was raised by Sara Hartley. Margaret stated the students are already linked to collegiate recovery before coming back to UA. Vicki Peebles raised the point that students can withdraw electronically and be charged the same amount in most cases as other withdrawals. Margaret stressed the student health center is to provide clinical assessment and treatment for the students. Dr. Whitaker stated the clearance to return is the first step in this process. He will ask for volunteers to work on this issue.

Dr. Kevin Whitaker then introduced Jennifer Greer, Associate Provost for Administration, to discuss her role and responsibilities in Academic Affairs. Jennifer discussed several of her job responsibilities which include media related roles due to her communication background, personnel issues, FMLA faculty issues, the annual diversity report, Equal Opportunity Employment and Title IX training and several others. She discussed that faculty reimbursement is handled in each college and submitted to the Office for Academic Affairs for funds. She also assists with internal audits that are scheduled for each college or department. Jennifer is also planning to start an orientation for department chairs beginning next year. She provided a hand out with a more detailed list of her job roles and responsibilities.

Dr. Kevin Whitaker then introduced Jon Dever, Associate Athletics Director, who discussed the UA student athlete academic accolades. Jon highlighted the Capital One Academic All-Americans, which requires a 3.25 GPA. UA has a total of 13, which places us 1st in the SEC and 4th in the Nation since 2000. He also stated that UA has won the Elite 89 Award for gymnastics for five consecutive years, which no other school has done. Jon provided a hand out with all the academic athletic accomplishments for the past year. He also highlighted the student athletes GPA rankings, which most are above a 3.0.

Dr. Whitaker opened the meeting for discussion on the Advisor's Council and asked the council to provide feedback on bringing the council back. Robert Hayes addressed the difference in Advisor's Council and UA-AAA, which he stated Advisor's Council is a support to the provost for advising and UA-AAA is for "show and tell." The discussion led to giving Advisor's Council purpose and it would be an opportune time with the force of EAB and NACADA. Vicki Peebles stated people miss the council and want to know about policy and welcome the opportunity to serve. Dr. Whitaker said he would work towards giving Advisor's Council purpose and reviving it.

Dr. Whitaker then asked for volunteers for task group forces on the following topics:
Academic Misconduct—Tricia McElroy, Vicki Peebles, Kathy Bolland, and Denny Savage
Academic Second Opportunity—Robert Hayes, Dixie Macneil, Dave Heggem, and Mary Ellen Hanna
Medical Withdrawal—Melondie Carter, Sara Hartley, Jacqueline Morgan, Cheryl Rosamond (SHC), and Michael George
Interim Suspension—Tom Wilson, Lisa Dorr (How it meshes with Academic Affairs, missed work, needs clarity, etc.)

Currently in the issue bin are the following:

- Process/workflow for changes in minors, concentrations, etc.
- Academic Second Opportunity for transfer students
- Academic Second Opportunity- requirements for enrollment subsequent to readmission
- Transfer within the university with less than 20 hours- discarding all previous work
- Academic misconduct policy-policy/process for course grades associated with AM
- Obsolete transfer credit/time limitation
- Catalog year determination/assignment
- Interim suspensions—make up work
- Medical withdrawal policy—clear to return

Dr. Whitaker then opened the floor for discussion on new business. The items mentioned for new business were:

- Admissions deadlines— to include distance students
- Student Success and Initiatives from OAA and Student Affairs
- Transfer credit and catalog year rules/guidelines

The meeting was adjourned by Dr. Whitaker.