

**Minutes**  
**Council of Assistant and Associate Deans (CAAD)**  
**November 12, 2014**

**Attendance:** Lisa Lindquist-Dorr, Luoheng Han, Tricia McElroy, David Heggem, Diane Johnson, Sara Hartley, Leroy Hurt, Dixie Macneil, Liza Wilson, Kathy Wetzel, Ken Fridley, Jacqueline Morgan, Vicki Peeples, Alice March, Millie Jackson, Mary Bess Paluzzi, Thomas C. Wilson, LTC Ken Kemmerly, Lesia Coleman-Linzy, Bradley Barnes, Ivon Foster McGowan, Holly Hallmann, Mary Ellen Hanna, Brenda Hunter, Michelle Daughhete, Teresa Wise, Kevin Whitaker, Jennifer Greer, Patty Sobecky, Rebekah Welch

Dr. Kevin Whitaker welcomed the council and asked for the minutes from the last meeting to be approved. Minutes were approved by the council. Dr. Whitaker introduced Dr. Jennifer Greer, Associate Provost for Administration, to speak about affirmative action officers. Jennifer explained the affirmative and disability officers that are included in the EEOC office. The current officers are Vicki Peeples, Dave Heggem, and Gwendolyn Hood. Jennifer asked the council if any departments were incorporating diversity within a hiring process. Dr. Han stated Arts and Sciences requires a diversity report to be submitted for every hiring process. After the interview is complete, an execution report is required to be submitted. Jennifer suggested starting in the Spring 2015 term, OAA will have a diversity form for search committees to follow as a guideline for faculty hiring processes. She also explained the Family and Medical Leave Act for 9 month faculty members. The law states if an employee is out for more than 3 days, a FMLA form should be submitted. Jennifer stated this law is not being followed with consistency across campus. She also explained that maternity leave should require a FMLA form to be submitted as well. Jennifer stated this policy needs some clarification.

Dr. Kevin Whitaker then introduced Dr. Patty Sobecky, Associate Provost for Academic Affairs, to discuss the Center for Academic Success tutorial services. Patty explained the different areas of advising, departments and colleges, including Academic Affairs, and UA support services coming together to share information from a student perspective. She introduced the Center for Academic Success and urged the council to spread the word to all students that this resource is available. Patty introduced Holly Hallman to speak at the Center for Academic Success. Holly spoke about the center's purpose, which includes working with students through academic coaching, helping students to set goals, and supporting walk-in tutoring for 100 and 200 level courses. The Student Services Program helps support disability students with understanding policies and procedures. The center started with 734 students attending and has grown to 6,000 students currently. She stated the students are using the center as an alternative to the library. Vicki Peeples asked for the information being sent out to students to also be sent to the student service departments for a follow up.

Dr. Kevin Whitaker then introduced Bradley Barnes from Undergraduate Admissions, who discussed the UA freshman class and recruiting events. Bradley gave two handouts showing the data for the freshman class and the scheduled dates for in state recruiting events for the Spring term. Bradley stated the freshman class was the biggest, brightest, largest and most diverse yet. He discussed the Crimson Edge students who have some form of risk, have an average 3.0 GPA. These students are only allowed to take 12 semester hours and require 2 study hours. The

freshman class was ranked in the top 5% nationally for ACT scores and has a 3.65 GPA. Bradley stated starting in Spring 2016, high school students will take a new SAT test. He also explained UA allows students to take a December test, allowing an extra chance for scholarships. Bradley discussed the recruiting events that admissions coordinates. At each event, there are representatives from each department or college that students can talk with one on one. The admissions office holds 120+ receptions each year for recruiting.

Dr. Whitaker then introduced Michelle Daughhettee from the University Registrar's office to discuss earned and non-earned F's. She explained that after midterm grades, students with a letter grade F are notified to drop the class or withdraw. There were a total of 10,242 students with a letter grade F. 1,000 of those were due to non-attendance. 551 students dropped with a W and 578 were rolled to history. She stated midterm will remain open until November 26.

Dr. Whitaker stated he wants to take time during each meeting to allow the task force groups to report back to the council with updates. He updated the committee on several items. CCOC is meeting to review courses. There has been an Academic Space and Scheduling Ad Hoc committee created to review space and scheduling issues on campus. Institutional effectiveness has been a topic to review from different department viewpoints. He explained academic vs. administrative units on campus. Advisor's council is being reevaluated and given a purpose to enhance advising. Dr. Whitaker asked for volunteers for issues regarding transfer credit. The transfer policy states if a student transfers from one college to another with less than 20 hours of earned credit, the student can drop all course work. He stated this needs to be reevaluated and discussed. The volunteers were Dave Heggem, Mary Ellen Hanna, Luoheng Han, Lisa Lindquist-Dorr, and Rebekah Welch. Dave Heggem updated the council on that the Vice President for Student Affairs search committee had two candidates on campus this week.

The meeting was adjourned by Dr. Whitaker.