

Minutes
Council of Assistant and Associate Deans (CAAD)
September 10, 2014

Attendance: Luoheng Han, Robert Hayes, Brian, Gray, David Heggem, Sara Hartley, Dixie Macneil, Kathy Wetzel, Greg Singleton, Ken Fridley, Jacqueline Morgan, Mary Kay Meyer, Vicki Peeples, Stuart Usdan, Melondie Carter, Alice March, Kathleen Bolland, Mary Bess Paluzzi, Thomas C. Wilson, Becky Campbell (for LTC Ken Kemmerly), Lesia Coleman-Linzy, Stacy Jones, Bradley Barnes, Ken Foshee, Ivon Foster, Michael George, Holly Hallmann, Mary Ellen Hanna, Brenda Hunter, Denny Savage, Teresa Wise, Kevin Whitaker

Dr. Whitaker welcomed the CAAD members and asked everyone to introduce themselves. Dr. Whitaker reminded everyone of the change in meeting on the 2nd Wednesday of each month, instead of the 1st. He stated the group is out growing the conference room and asked for suggestions on a meeting place.

Dr. Whitaker introduced Heather Ammons, Academic Advisor/Coordinator in Commerce and Business Administration, who shared information regarding UA-AAA, which is a professional development group for advisors. Heather shared handouts with the group that explains UA-AAA to distribute to each department. UA-AAA meets 3 times a semester and includes webinars with NACADA and sessions on FERPA and how it relates to advisors. UA-AAA conducts 2 events a year; Majors Fair on November 5th from 10:00 – 3:00 in the Ferguson Center Ballroom and the Outstanding Commitment to Excellence Luncheon held at the University Club. Heather encouraged people to become a part of UA-AAA to develop stronger advisors on campus. A membership form was included in the handout. Questions and concerns should be directed to Heather's email.

Dr. Whitaker then introduced Ana Schuber, Program Manager for New College Lifetrack Program, who explained the Lifetrack program is individually designed and offers courses from all departments. Degrees are composed from online courses, transfer credits and distance learning courses. She shared that many UA employees are enrolling in the program. Discussion on students who never finish and trying to bring them back to help finish their degree was conducted. The Back to Bama grant was also mentioned in relation to this program.

Dr. Whitaker defined the duties and changes in the Provost office. With the additions of Jennifer Greer, Patricia Sobecky, and himself, duties have been divided among these people. All duties are subject to change. Jennifer works with administration, reports and publications for the school; Patti works with academic issues, faculty productivity, etc.; Kevin works with academic misconduct, interim, core curriculum, etc. These duties were explained for the group to have an idea of who to report questions and concerns to in the future.

Dr. Whitaker opened the floor for feedback from the NACADA Advising Task Force visit, which was September 8-9, 2014. Melondie Carter stated she loved it and had a positive feeling in bringing students to UA. Most of the group agreed it was a positive visit and supported the changes. Discussion on advising students correctly and trying to figure out the best solution to

help students was conducted. Dr. Whitaker concluded the discussion with telling the group Dr. Bonner and Dr. Benson had a closing meeting with the NACADA consultants.

Dr. Whitaker explained the issue bin, which is a place to place discussion items until they are resolved. Currently in the issue bin were the following:

- Website for CAAD <http://provost.ua.edu/caad.html>
- 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
- Second degree policy-requirements for currently enrolled students and returning students do not match

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

- Centralizing Academic Misconduct
- Issues in handbook on Non Academic vs. Academic Misconduct
- Non-Attendance Grading Policy with Federal Regulation—concerns with launching in the middle of the semester. Dr. Whitaker stated he will talk with Dr. Benson about the timing issue with Non-Attendance Grading Policy.

The meeting was adjourned by Dr. Whitaker at 4:20 p.m.