

**Minutes**  
**Council of Assistant and Associate Deans (CAAD)**  
**March 11, 2015**

**Attendance:** Lisa Lindquist-Dorr, Tricia McElroy, Dave Heggem, Sara Hartley, Dixie Macneil, Rebecca Pow, Liza Wilson, Ken Fridley, Viola Acoff, John Schmitt, Mary Kay Meyer, Vicki Peeples, Melondie Carter, Rebekah Welch, Millie Jackson, Thomas C. Wilson, Becky Campbell, Stacy Jones, Ken Foshee, Michael George, Holly Hallmann, Mary Ellen Hanna, Brenda Hunter, Teresa Wise, Ginger Bishop, Kevin Whitaker

Dr. Kevin Whitaker welcomed the group and minutes were approved from the last meeting. No changes were made to the minutes.

Dr. Whitaker introduced Beth Howard, UA Title IX Coordinator. Beth presented an overview of Title IX and how UA should be in compliance. She explained what title IX is and how the campus is involved with educational programs (football game, meetings, student programs, etc.). She stated the goal of Title IX is to have a response. The first question when dealing with a Title IX case is to address, "Is something happening?" She explained the first action should be to end the discrimination. The second act should be to prevent actions from recurring. Beth explained her department is also researching trends that can arise from certain actions as well. She discussed the Compliance Plan, which includes the Sexual Misconduct Policy and was put into place by UA. She stated some campuses are making all employees report these instances. She stated UA would like specific people (supervisors, managers, etc.) to report to the correct people for purposes of investigating. She explained Title IX requires UA to provide interim measures and UA has a lot of resources to do so. Beth explained University Policies and the Sexual Misconduct Policy, which includes faculty, staff and visiting members. She stated investigations are conducted by the disciplinary form for code of conduct for which category the person involved falls under (i.e. student, faculty, staff, community member). She also stated remediating the effects of the misconduct is the biggest problem UA has; she stated the Title IX department is trying to set the client on a stricter plan. She stated all new students are offered an online program called Haven by Everfi, which explains Title IX procedures. She explained that several programs on campus have continuous training (SHC, UAPD, HRC, etc.). She discussed that The Department of Education Office of Civil Rights can come to UA at any time to conduct investigations. The Education Office will set up an office on campus and normally they will notify UA by sending a letter to the president. At the end of a visit, they will issue a letter of findings. She stated the letters will be published online to view. She explained student retention is a problem after investigations are conducted. There is concern about the student's potential here on campus after an incident happened and safety for students.

Dr. Whitaker then stated SACS was visiting last week. He thought UA had a good visit and most people felt confident in our presentations. Dr. Whitaker then introduced Ginger Bishop, Director of Institutional Effectiveness. Ginger explained the Substance Change/Credit Hour policy was not in compliance for SACS and needs to be rewritten. She stated online/off campus courses do not have to be reported to SACS if the course has already been approved. She explained that because of our policy, UA has to go through the policy as if we were creating a

new program. She explained a department can't implement these programs, unless it has been approved. She explained the 3 credit hour policy was updated along with the substance change policy. She stated the review process within the college should be approved for the credit hour policy. She urged the departments that do not have a process for degrees/courses that there needs to be one. She stated if the department closes a program those need to be reported too. She explained that most people are scared to make the change because of the magnitude of the process and just want to avoid it. She urged the committee to please call and let her know if these substance changes are going to be made.

Dr. Whitaker then introduced Ken Foshee from the University Registrar's Office to discuss grade changes in workflow. Ken stated there have been 60,000 grade changes since 2006 in workflow. Workflow collects the student data. He explained there is a new data pull that is accessible in workflow. The data shows any outstanding data for a particular college. He explained a search can be done for an individual student or an instructor. He stated a search can also be done for an individual course (MATH 120). If the grade change is submitted in Banner, it will not show up in the workflow. He told the committee if someone needs something different to search by, email Ken Foshee and he will submit the data.

Dr. Whitaker then asked for a report from the Task Force Groups. The transfer credit group has a policy to submit. They will send the policy to Dr. Whitaker and he will distribute to the committee for review. The Academic 2<sup>nd</sup> Opportunity Policy was handed out today to review. Dr. Whitaker asked the committee to move this forward to Dr. Benson. There was discussion on stated 12 hours instead of 15 hours for the policy for full time students. The committee agrees to keep the hours at 15 and present the policy to Dr. Benson.

Dr. Whitaker gave an update on the Issue Bin. The Admissions deadline issue has been resolved and will be removed. The issue of prerequisites not being met- drop process was discussed. Michael George handed out a resolution that was typed up for this issue. The committee stated the policy should state "fail to meet the pre-requisite." The committee agreed to move this policy forward with that amendment. Dr. Whitaker will report back as decisions are made by Dr. Benson on both policies being submitted.

Dr. Whitaker reminded the committee to work on Student Success Markers for each department for the Student Success Collaborative. Dr. Whitaker stated the Registrar's search committee and the Director of Advising search committee are still in the process of hiring for these two positions. He also stated that members volunteered to help plan a CAAD retreat for this summer. Dr. Whitaker is opened to suggestions for a retreat. Michael George asked for an idea for the catalog. He stated students are allowed to complete a degree for the year in which they entered the college. He stated students come back to UA and want to finish degree within the year they started and the student is backtracking to older catalog. Dr. Whitaker suggested that Michael should write out a policy for this issues and he will send it out to discuss at the next meeting.

Dr. Whitaker dismissed the meeting at 4:22 pm.