

Associate Dean Council
February 1, 2018
Meeting Minutes

Present: Uriel Quesada, Kathy Gros, Naomi Yavneh, Carmen Balthazar, Mary Algero, Patrick Armstrong

Guests: Chris - Assistant Director of Fraternity & Sorority Life, Dale O'Neill, Rosalie Anderson,

ANNOUNCEMENTS:

1. Angie Hoffer is no longer Associate Dean in Business. John Levendis will be the new Associate Dean.

OLD BUSINESS:

1. Review and Approve minutes from January 11, 2018 meeting.
 - a. Minutes approved.

NEW BUSINESS:

1. Updates concerning orientation – Dale O'Neill
 - a. Orientation was much bigger in 2017, logistical issues with the Danna Center. Response is to add a 4th Orientation date in June.
 - b. Strong satisfaction evaluations from Students & Parents
 - c. Lowest satisfaction mostly involved food in Danna Center, Orleans Room
 - d. What will encourage the most faculty to attend events with students?
 - i. Is there a way to identify significantly participating faculty?
 - e. Concerns about the College Sessions
 - i. Would be interested in feedback regarding presentations at College sessions. AD's never get much specific feedback on sessions.
 - ii. O'Neill can provide full report
 - f. Concern: it is difficult to recruit faculty or staff to attend evening dessert session with parents and students.
 - g. All students will have to sign Responsibility Contract before registration. There should be some information sent to incoming students to encourage them to log into LORA and familiarize themselves.
 - h. Student Affairs giving parents a session on Disability Services, Missy Hernandez will have a session about Advising.
 - i. Create a mechanism or portal where students can set an appointment with ODS and submit documents.
 - i. Student Affairs will be using text messaging to contact students.
 - j. Fall begins on August 18. Wolfpack Welcome starts on August 16.
2. Discussion on Attendance Policy – Rosalie Anderson
 - a. Following up the January 23 idea of Minimum Attendance. Rosalie Anderson attending for Faculty Senate.

- b. Quesada met with Missy Hernandez to discuss minimum attendance, develop draft in writing to edit.
 - c. Faculty Initiated Withdrawal Form
 - d. Concern: Student Affairs or ODS should be able to verify medical or disability information for students. Verification from Student Affairs or ODS should be consistent.
 - e. Concern: may need to identify specific religious holidays. Faculty should excuse students for religious holidays.
 - f. Need a clear policy on what constitutes an excused absence.
 - g. Sets a minimum overall attendance level of 80%.
 - h. In Law, once a student misses 20% of a class they are withdrawn by the Associate Dean. Students have an appeal process to apply to sit for exams. But Law is governed by ABA.
 - i. There may be SACSCOC accreditation concerns for students missing large amounts of class on undergraduate: awarding credit hours requires a certain number of contact hours. Extreme absences may bring that much further down.
 - i. Faculty can set a stricter attendance policy by class.
 - i. If Faculty do set stricter requirements, and they make distinctions between excused and unexcused absences, all excused absences must be the same across the colleges.
 - j. Requires faculty submit an initiated withdrawal form.
 - k. Completion of this policy will require discussion with:
 - i. Student Affairs and ODS
 - ii. Create new grade for Admin Withdrawal
 - iii. Has to be approved by Provost's Council
 - l. Deadline is the last day to Withdraw.
 - m. Concern: Incomplete Policy also being considered, could be presented at Provost's Council, perhaps alongside Academic Forgiveness.
3. Introduction of New Conduct Officer & Title 9 Coordinator – Diana Ward
- a. Now that Robby Reed has retired, Dr. Ward is taking over some of his roles.
 - b. Tommy Screen is overall Title 9, Ward is deputy for student concerns.
 - c. Ward is also taking care of Student Conduct issues. Faculty can refer students to Student Conduct for classroom behavior issues.
 - d. If students report sexual assault, please refer to Dr. Ward, encourage students to speak with Ward about their options.
 - e. Faculty and Staff are mandatory reports.
 - i. Only Student Counseling and Mission & Ministry are confidential
 - ii. Women's Resource Center advocates can report anonymously, but have to report an incident.
4. Other business
- a. On Tuesday night, JSRI and Honors are presenting a teach-in on incarceration.