Academic Steering Committee Minutes
April 25, 2007, 1:30 pm
General Academic Building Conference Room

*Action Items are noted in red*


Absent: Keith Sessions and Earl Ingram

I. Approval of Minutes from March 28, 2007 meeting – Ed Roach
   - The minutes were presented, Ray White made a motion, seconded by Curtis Pitts, motion passed, minutes approved as presented.

II. Opening Comments – Ed Roach
   - Continue to work your committee assignments and any members that need replacing with upcoming terms expiring, let me know as soon as possible
   - Crisis Policy continues to be developed, it will be reviewed, discussed and approved at the next SVC meeting
   - Legislative process continues to work in the university’s favor with the increase being 19% this year versus 13% last year
   - The Board of Trustees will meet on May 10

II. Decision Items
   - Role and Scope Resolution draft was handed out for review with all suggested edits/changes being sent directly to Dr. Roach as soon as possible as it will be discussed at the May 10 BOT meeting. It was suggested that the Phenix City, Dothan, and Montgomery establishment dates be added to the resolution.
   - Organizational Structure meeting will be held on May 3, with the following order of business:
     i. College deans will present and discuss their individual college structure
     ii. Campus VC will make comments, no presentation
     iii. UC and eCampus will present
     iv. Timelines will vary and be discussed
   - OIRPE candidate interviews summary survey was for each ASC member to complete and send, confidentially, directly to Dr. Patterson regarding each candidate that was interviewed
   - Administrative Funnel diagram was provided asking that items are investigated prior to sending directly to Dr. Roach
   - Completed Staff work article was handed out as an information item

III. Discussion
• Strategic Objectives
  i. 2007-2008 Budget – each dean was asked to work together in breaking down/summarizing specific areas in which they are requesting an increase in funds
  ii. Study Abroad – see handout; each dean was asked to seek and look for external funds and provide a one page summary for each area to Dr. Roach NLT May 3, 2007. He asked that Dr. Cochran serve as chair and to also include all study aboard programs for the 2006-2007 academic year
  iii. Academic Program offerings – see handout; Dr. Hines was asked to chair and include a summary report to him NLT May 3, 2007 including current programs for 2006-2007
• Objectives – Dr. Roach provided a handout for information only to each ASC member, no discussion needed
• Vision 2010 – Dr. Roach provided a handout for information only to each ASC member, no discussion needed
• Dashboard Updates – Ray White; each ASC member needs to stay up to date and monitor monthly, making a notation in the work-log that the objective has been worked. He asked that Mr. White monitor
• 2007-2008 Budget Process – Ray White; reminded everyone that the suspense date is May 11, 2007 to get to Dr. Roach for his review by May 30, 2007. If anything is missing or if you have questions, please let Mr. White or Donna Oliver know. Ms. Kim McNab has provided great directions on the process in each folder.
• Angie Roling 19 April email – Ed Roach; see handout and Dr. Roach asked that each of you work to assist Dr. Rolig
• Annual Faculty contracts – Dianne Barron; Dr. Barron noted that the printouts for the contracts were due immediately and upon return and corrections, the annual contracts will be printed and sent to each dean for faculty signatures
• Summer Contracts – Dianne Barron; Dr. Barron noted that the formula would need to be reviewed and discussed with ASC and Faculty Council. It was noted that Chancellor Hawkins had approved the proposal to be equal at all campuses. Further discussions followed

IV. FOI
• Donna Oliver – reminded everyone that nominations for the Wallace D. Malone Faculty award are due June 1, 2007
• Dianne Barron – reminded everyone that May 11, 2007 will be the first two commencement ceremony, undergraduate at 10:30 and graduate at 2:00. End of course assessments will be both paper and on-line the semester with the hopes of eventually going to all on-line
• Hal Fulmer – He is working with Michael Foster, web master, in developing a link for faculty resources, etc.
• Maryjo Cochran – announced that several end of the semester activities are going on with one being the Experience Asia
• Edith Smith – stated she appreciated everyone’s support with the Helen Keller lecture series with the attendance of students, faculty and staff. She also publicly
thanked that Sorrell College of Business student for their assistance with the Health and Human Services web page

- **Curtis Pitts** – stated a need for a cross division hires within the university and that it is extremely important that communication be kept open with everyone when employees are seeking employment within the university

- **Vickie Miles** – announced the Hershey System transfer credit evaluation section is up and running very well within the test pilot

With there being no further business, the meeting was adjourned.