Academic Steering Committee Minutes  
August 21, 2007, 1:30 pm  
General Academic Building Conference Room

*Action Items are noted below in red*

Advising Survey Report-Dr. Roling asked that everyone review the survey and results and provide feedback to her on items that could be improved or different questions.

Grade Appeal Process closure…: Dr. Barron-She asked for suggestions on the best way to post and would like to finalize at the next ASC meeting.

Strategic Planning Templates: Dr. Roach-He also asked that you complete the template for 2007 and forward to him for review and discussion.

First-Year Studies Structure and Transition-name, role and scope of 1st year task force: Dr. Roach stated that as the new Dean of First Year Studies, Ms. Lee would be convening the task force group soon to discuss and plan for the upcoming year.

Electronic End of Course Assessment System, Dr. Barron: After discussions, Dr. Barron made a motion, seconded by Dr. Ingram, all in favor, motion passed.

E-Campus Briefings at all Alabama Campuses, Mrs. Miles: Mrs. Miles stated she would work with Robert Allen in scheduling the workshops/briefings as they were with the out of state campus locations as well as the audience that should be invited; target date of September 2007.

Course Cancellation and Student Notification, Mrs. Miles: Dr. Roach asked that Dr. Jeffrey work with Mrs. Miles in developing such policy/procedure.

Hybrid Courses, Mr. White: After detailed discussions, Dr. Roach asked that Mr. White collect comments and/or suggestions in addressing the issue and share at the next ASC meeting.

Alabama Department of Education University Report Card Process, Dr. Tatum: In helping to prepare for what is “graded”, the College of Education staff will be scheduling meetings with each college to discuss within the next few days to meet the September 10, 2007 deadline with the Department of Education.

Facebook & MySpace, Dr. Stewart: After a brief discussion, all were in favor of blocking both websites immediately


Absent: none

Guests: John Dew, Angie Roling, Bai Kang

I. Approval of Minutes from August 1, 2007 meeting – Ed Roach
- The minutes were presented, Dr. Jeffrey made a motion, seconded by Dr. Fulmer, all in favor, minutes approved as presented.
II. Guest Presentations

- SACS reaffirmation – John Dew: thanked everyone for everything they were doing to assist and make feel at home. Looks forward to working with everyone.
- Advising Survey Report – Bai Kang, Angie Roling: Shared new survey that was used for first time; power point copies of presentation were provided for everyone. Dr. Roling asked that everyone review the survey and results and provide feedback to her on items that could be improved or different questions. Further discussions followed.

III. Opening Comments – Ed Roach

- SACS annual meeting: The SACS meeting will be held in New Orleans, LA December 8-11, 2007. Please let Dr. Roach know as soon as possible if you need to attend the conference.
- Grade Appeal Process closure…: Dr. Barron indicated she had received great comments from everyone and was at a point of posting to the web. She asked for suggestions on the best way to post and would like to finalize at the next ASC meeting.
- Strategic Planning Templates: Dr. Roach asked that everyone continue to working to closeout their 2006 objectives on Dashboard, now know as PED. He also asked that you complete the template for 2007 and forward to him for review and discussion.
- First-Year Studies Structure and Transition-name, role and scope of 1st year task force: Dr. Roach stated that as the new Dean of First Year Studies, Ms. Lee would be convening the task force group soon to discuss and plan for the upcoming year. Dr. Roach indicated he would attend the first meeting and present the strategic plan template for the group. He also asked that Dr. John Dew be involve and kept updated on the process and committee. Further discussions followed.

IV. Decision Items

- Electronic End of Course Assessment System, Dr. Barron: Dr. Barron provided a handout of the four phases of the Electronic End of Course Evaluation process. Phase I was discussed and approved at the August 1, 2007 ASC meeting. Phase II addressed the questions of full university implementation; suggested that the assessment tool be used at all campuses and sites to meet SACS requirements; Phase III addressed the flexibility of questions to fit each campus; suggested to have some questions that are standard to fit all locations and allow the Alabama campuses, UC and eCampus to submit questions that fit their specific needs; Phase IV addressed the identification of someone to execute the surveys and oversee the process; suggested that the IT person that will be identified to work with SACS coordinate the project. After discussions, Dr. Barron made a motion, seconded by Dr. Ingram, all in favor, motion passed.
- GA Scholarship Policy, Dr. Barron: Dr. Barron provided a handout of the draft policy for the criteria governing the awarding of graduate assistantship tuition scholarship money. The only three changes were noted in bold and italics print. After discussions, Dr. Barron made a motion, seconded by Dr. Fulmer, all in favor, motion passed.
• **Visiting Scholar Materials, Dr. Cochran:** Dr. Cochran provided a draft handout of the visiting scholar criteria. Dr. Cochran provided a draft handout of the visiting scholar criteria for review and discussion. After review and discussion, Dr. Cochran made a motion, seconded by Dr. Fulmer, all in favor, motion passed. Dr. Roach stated he would take the policy to Dr. Hawkins for final review and approval.

• **Finalize members on various Standing Committees/Councils, Mr. Sessions:** Mr. Sessions provide a handout of the standing committees and their members. The missing persons were noted in yellow highlight. Mr. Sessions asked that those members needing replacing, the committee chair provide the new member names as soon as possible for updating. Once all the names have been submitted, Mr. Sessions will forward to Dr. Hawkins for final review and approval, then he will send notification letters to the new members. Dr. Roach noted he would like to have this completed by the end of September. Further discussions followed.

V. Discussion

• **Faculty e-portfolio Tool, Dr. Barron/Dr. Hines:** Dr. Hines stated he would have a representative in next week to assist with the e-portfolio tool in the faculty data base. This is a tool that would greatly assist the departments in keeping faculty files updated as well as maintaining required documents for SACS requirements. Dr. Hines will come back to ASC once more information has been obtained and reviewed. Further discussions followed.

• **E-Campus Briefings at all Alabama Campuses, Mrs. Miles:** Mrs. Miles stated that it was suggested at the last Registration Management Team meeting that the Alabama campuses needed workshops/briefings on e-campus. The briefings would greatly benefit the Alabama campuses, particular the Troy folks. Mrs. Miles stated she would work with Robert Allen in scheduling the workshops/briefings as they were with the out of state campus locations as well as the audience that should be invited; target date of September 2007. Further discussions followed.

• **Course Cancellation and Student Notification, Mrs. Miles:** Mrs. Miles stated that the university does not have a common practice, system wide, of notifying students of course cancellations. She would like to develop a common policy/procedure for all campus sites and locations. Dr. Roach asked that Dr. Jeffrey work with Mrs. Miles in developing such policy/procedure. Further discussions followed.

• **Hybrid Courses, Mr. White:** Mr. White stated there is a need for clarification for resident classes and hybrid/on-line courses. It has come to light that more and more faculty and students are interested in the hybrid course format. This raises the question, will we implement a hybrid course format? This must be clarified immediately and addressed. After detailed discussions, Dr. Roach asked that Mr. White collect comments and/or suggestions in addressing the issue and share at the next ASC meeting.

• **Alabama Department of Education University Report Card Process, Dr. Tatum:** Dr. Tatum announced that a report card was not submitted last year; however, a new process will be implemented this year which will include all
“educational” degrees, regardless of the college in which they are housed, not just the College of Education. In helping to prepare for what is “graded”, the College of Education staff will be scheduling meetings with each college to discuss within the next few days to meet the September 10, 2007 deadline with the Department of Education. Further discussions followed.

VI. Other

- **Facebook & MySpace, Dr. Stewart:** Dr. Stewart has been experiencing problems with students using the university library computers for personal use on Facebook and MySpace. He expressed an interest in blocking access to these two websites which will allow students to use the computers for school related work. After a brief discussion, all were in favor of blocking both websites immediately.

- **Annual Evaluations, Dr. Roach:** Dr. Roach announced that Donna Oliver would be soliciting dates to schedule individual evaluations with Dr. Roach between September and November.

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