DRAFT

Academic Steering Committee Minutes
December 5, 2007, 1:30 pm
General Academic Building Conference Room

*Action Items are noted below in red

Dashboard: Dr. Roach reminded everyone that their area in Dashboard needed updating by Friday, December 7, 2007. He also asked that you let him know, via email, when your updates were completed.

Routing Slips for new programs and for revised programs – John Dew: Dr. Roach asked that he oversee the final draft and bring back to ASC for final review and approval.

Strategic Objectives Update and Progress Reports – Ed Roach: He also noted he was missing some templates and those must be completed immediately.

Creation of a University-wide committee on writing quality – Dianne Barron: Please submit your feedback of what should be evaluated and how this should be addressed to Dr. Barron; she in turn will provide a summary back to ASC.

Academic Overload Clarification – Earl Ingram: The amendment is to change the number of courses allowed each academic year to the number of hours allowed each academic year for adjunct faculty. With some course being 3sh, some 2sh and some 1sh, the number of courses was creating a conflict with the actual number of hours allowed. After review and discussion, Dr. Jefffrey made a motion, seconded by Dr. Fulmer to accept the amendment as presented, all in favor, motion passed. A letter of support from Dr. Lee Vardaman, Human Resources Director, was included in the package.

Proposed establishment of an eCampus Academic Communication Committee – Earl Ingram: After lengthy discussions, Dr. Ingram made a motion, seconded by Dr. Bill Richardson, to accept the proposal as presented, a discussion to insure the faculty representatives were equally selected, all were in favor, motion passed. Dr. Roach asked that Dr. Ingram work with the deans to elect/identify the committee members by the end of January 2008.


Absent: Ray White, Maryjo Cochran, Don Hines,

Guests: Scout Blum, Steven Taylor, and Mike Foster

I. Approval of Minutes from October 23, 2007 meeting – Ed Roach
   • The minutes were approved as presented.

II. Opening Comments
• Dr. Roach reminded everyone that any item brought before the ASC should be ready for final discussion and/or approval.

• Dr. Roach reminded everyone that their area in Dashboard needed updating by Friday, December 7, 2007. He also asked that you let him know, via email, when your updates were completed.

### III. Discussion

**SACS Update – John Dew:** Dr. Dew provided a handout noting the SACS timeline and a status update. He also noted that the site visit had been altered with the University College site visits being held April 7-11, 2009 and the Troy campus site visit being held April 21-24, 2009. One last note, Dr. Joe Silver plans to visit the Troy campus in the Spring 2008, specific dates will be forthcoming.

**Routing Slips for new programs and for revised programs – John Dew:** Dr. Dew provided a draft handout of the routing slips as an informational item. Dr. Roach asked that he oversee the final draft and bring back to ASC for final review and approval.

**Digital Measures Imaging Information - Ed Roach:** It was noted that the faculty files will be imaged beginning February 2007. A few concerns were raised regarding identify theft in relation to social security numbers being posed. Dr. Roach stated he had had lengthy discussions with Greg Price and others and was assured that all necessary security measures would be taken to protect personal information. Further discussions followed.

**Faculty Concerns – Scout Blum:** Dr. Blum stated since assuming the role of Faculty Council president she had been attending Town Hall meetings at the Alabama campuses. Some of the concerns expressed by faculty were the lack of faculty role/participation in policy making decisions and lack of faculty participation on the Academic Steering Committee. Another request of the faculty council is the need of an updated list of current faculty members and any vacancies or new hires. Dr. Blum was advised that the best place to obtain the most accurate information would be from the Department of Human Resources. Further discussions followed.

**Annual Academic Briefings to the Chancellor – Ed Roach:** Dr. Roach reminded everyone that the annual academic briefings to the Chancellor and the rehearsals will be held on the following dates:

- January 11, 2008 – Group I rehearsals – Executive Conference Room
- January 14, 2008 – Group I presentations – GAB Conference Room
- January 15, 2008 – Group II rehearsals – GAB Conference Room
- January 16, 2008 – Group II presentations – GAB Conference Room

It was stated that each Vice Chancellor (Dothan, Montgomery, Phenix City and UC) will have 30 minutes for their presentation and the Deans will have 15 minutes for their presentation. Each presentation and rehearsal will begin at 9:00 am each day. Dr. Roach also asked that everyone be aware of their time limits and follow them. Further discussions followed.

**Campus Retreats – Ed Roach:** Dr. Roach announced that due to time limitations, the campus retreat for Montgomery had been cancelled and all retreats would be scheduled after the holidays.
• **Strategic Objectives Update and Progress Reports – Ed Roach:** Everyone was reminded to update their objectives in Dashboard and notify him of the updates. He also noted he was missing some templates and those must be completed immediately.

• **Best Practice Hiring Package – Don Hines:** Item was tabled, Dr. Hines was attending an accreditation meeting.

• **Creation of a University-wide committee on writing quality - Dianne Barron:** Dr. Barron provided a handout for information and feedback regarding the writing ability of graduate students. Please submit your feedback of what should be evaluated and how this should be addressed to Dr. Barron; she in turn will provide a summary back to ASC. Further discussions followed.

• **Academic Web Pages update – Vickie Miles and Mike Foster:** Mrs. Miles and Mr. Foster provided a handout as well as a presentation showing the work in progress on the commonality of the academic division web pages. Dr. Roach asked that Mrs. Miles work with anyone that has specific concerns or questions regarding their webpage. Mrs. Miles also reminded everyone that any inactive programs currently in spectrum needed to be updated immediately. Further discussion followed.

• **University Council and Committee Updates – Keith Sessions:** Mr. Sessions provided a handout of what he is missing from the university council and committee lists. The only one showing incomplete is faculty council. Dr. Blum, as chair of Faculty Council, stated that two members were re-appointed and elections will be held in January for the two remaining slots. Mr. Sessions also stated he would be sending a list of potential vacancies to each member in March 2008 for updating. Further discussions followed.

• **STARS Monthly Usage Reports – Keith Sessions:** Mr. Sessions provided a handout of the two and four year public universities and schools in Alabama that participate in the STARS program. The report is sent to various people each month showing potential student interest in Troy University. Dr. Fulmer is one of the recipients and will forward the report to the Deans each month for review. Mr. Sessions stated that Shannon Nichols will be happy to work with the deans and their secretaries on how to manipulate the needed information. Further discussions followed.

• **Annual Faculty Evaluation Plans Pilot – Don Jeffrey:** Dr. Jeffrey announced that the faculty council had voted to change the annual faculty evaluations from September to May of each year. This will be for a one year pilot only. If after the one year, no issues or concerns a rise, the change will be permanent and placed in the 2009 AY faculty handbook.

• **Statement on Academic Counseling – Eleanor Lee:** Ms. Lee provided a handout noting that the office of Student Development offers academic counseling for students admitted conditionally, ADA students with verification of a certified disability and undecided majors. More and more students that don’t fit into one of the three categories mentioned above are coming to Student Development for advisement, which is causing a great student volume overload. Ms. Lee asked that the Deans get word back to the faculty and department chairs.
that they should be advising their students that don’t fall into one of the three categories mentioned above. Further discussions followed.

- **Academic Overload Clarification – Earl Ingram:** Dr. Ingram sent an email to everyone asking for review and approval to amend the academic overload policy. The amendment is to change the number of courses allowed each academic year to the number of hours allowed each academic year for adjunct faculty. With some courses being 3sh, some 2sh and some 1sh, the number of courses was creating a conflict with the actual number of hours allowed. After review and discussion, Dr. Jeffrey made a motion, seconded by Dr. Fulmer to accept the amendment as presented, all in favor, motion passed. A letter of support from Dr. Lee Vardaman, Human Resources Director, was included in the package.

- **Technical College Accepted Credit – Hal Fulmer and Vickie Miles:** Mrs. Miles provided a handout copied from the 2007 Higher Education Director to show how technical colleges show their accreditation agency. When credit is received it is sent to Donna Bragg for review and then sent to the deans for review as well. Mrs. Miles indicated she is more than willing to work the departments and/or deans regarding any questions they may have regarding acceptable transfer credit. Further discussions followed.

IV. **Decision**

- **Proposed establishment of an eCampus Academic Communication Committee – Earl Ingram:** Dr. Ingram provided handout of the draft proposed establishment of an eCampus Academic Communication Committee. The purpose is to enhance the 2-way communication between the faculty and the improvement of online education. After lengthy discussions, Dr. Ingram made a motion, seconded by Dr. Bill Richardson, to accept the proposal as presented, a discussion to insure the faculty representatives were equally selected, all were in favor, motion passed. Dr. Roach asked that Dr. Ingram work with the deans to elect/identify the committee members by the end of January 2008.

V. **Other**

- **Eleanor Lee:** Ms. Lee asked that everyone please respond to her email regarding QEP meeting for the First Year Advisory Board, as a lot of planning and preparing is required in preparation of the SACS 2009 Reaffirmation Visit.

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