Academic Steering Committee Minutes  
February 19th, 1:30 pm  
General Academic Building Conference Room

*Action Items are noted below in red*

1. **IT Automated Reports** – Dr. Roach asked the committee members to coordinate their requests for specific automated reports through Dr. Fulmer who would compile a coordinated list.

2. **Electronic End of Course Evaluations** – Dr. Tatum was asked to chair a subcommittee to produce a recommendation within five (5) days on how to deal with the electronic end of course evaluations.

3. **Textbook Policy** – Dr. Fulmer was asked to bring this to the next ASC meeting for a decision.

4. **SACS Update** – Dr. Roach stated that he would follow up with Dr. Lee Vardaman with regard to where original faculty transcripts should be located.

**Present:** Ed Roach, Lance Tatum, Curtis Pitts (vtel), Edith Smith, Dianne Barron, Don Jeffrey, Henry Stewart, Hal Fulmer, Eleanor Lee, Vickie Miles, Bill Richardson, John Dew, Ray White and Don Hines

**Absent:** Keith Sessions, Earl Ingram

**Guests:** none

I. **Approval of Minutes from January 23rd meeting – Dr. Ed Roach**  
   • The minutes were approved as presented. Dr. Jeffrey motioned to approve and Dr. Fulmer seconded.

II. **Opening Comments**

III. **Decision**  
   • **Registrar Policy Regarding Commencement** – Mr. Ray White distributed the approved policy regarding commencement from the academic policy committee. Dr. Henry Stewart questioned the number of honor cords, pins and medallions that can be worn at commencement. Mr. White stated that the policy addressed only honor cords and that the consensus was that students should be allowed to wear as many honor cords as they were eligible for since they had earned that privilege. Dr. Stewart then questioned whether there were any provisions to enforce not allowing the wearing of social society paraphernalia. Mr. White stated no. These items are checked for before everyone leaves the preparation area, however, some individuals will have hidden items and will still slip through.
Discussion ensued with regard to how to enforce this policy particularly given that these students are graduating and leaving the university. Dr. Stewart mentioned the idea of fining the society whose emblems are worn. Dr. Jeffrey pointed out that these individuals may no longer be associated with the particular group whose paraphernalia they are wearing. The consensus was to leave this issue alone. Mr. White did state that since the issue of honor pins and medallions were not addressed, campuses could make their own determinations with regard to these issues. The item was voted on and passed with all in favor and 1 abstention.

- **Hybrid Courses** – Mr. Ray White distributed the approved policy with regard to hybrid courses from the Academic Policy Committee. There was no discussion. Mr. White did indicate that the Attachment 2 which was distributed along with the policy was not correct and would be distributed at a later date. Dr. Roach asked for a vote. The item passed with all approved.

### IV. Discussion

- **IT Automated Reports** – Dr. Roach asked the committee members to put together any requests that they have for automated reports. (1) The committee was asked to submit those requests to Dr. Fulmer so that he can compile them into a single list for Mr. Greg Price.

- **“Points of Discussion for Spring 2008”** – Ms. Miles distributed a handout with details regarding several issues for Spring 2008 and how those items had been addressed. The issues were DATATEL downtime during registration, the lack of space in pre-requisite courses in some areas (MTH 1100, MTH 1105, ENG 1100), lack of offering of some courses which forced students to move to online courses, move to DATATEL version 18 caused some inaccuracies in student financial services records. Solutions for these items have been identified and have been or will be acted on.

- **Electronic End of Course Evaluations** – Dr. Roach questioned where we are with electronic end of course evaluations. Discussion ensued around this topic. The consensus was that we have to move an electronic system because we do not have the capability to process the previous paper evaluation forms in a timely manner. The issue is that the response rate was so low that the results could not be considered reliable. Dr. Hines relayed that he had spoken with Dr. Lee Vardaman on this issue and there are not specific benchmarks to be meet. The university can set its’ own requirements so long as it is able to defend its’ position. Dr. Barron relayed that one of the issues was that the email that was sent to students was from the nobody@troy.edu account which caused many individuals to delete it. Also there were mixed messages from some instructors with regard to whether completing the evaluation was a requirement. There was discussion with regard to how to get the word out to students and how to ensure that students actually did the assessments. A suggestion was made to hold students grades until they completed the assessments. (2) Dr. Roach asked Dr.
Tatum to chair a subcommittee to produce a recommendation on how to address this issue.

- **Textbook Policy** – Dr. Fulmer stated that they are working to operationalize the textbook policy. Currently, there are communication breakdowns in the process. There needs to be a single voice for each college. Dr. Fulmer mentioned that they want to set up meetings with the Deans and Vice Chancellors to designate coordinators to help control the process. (3) Dr. Roach asked that this be brought for a decision item at the next meeting. Dr. Fulmer stated that there is a need to set up department or college level information sessions for faculty. Dr. Hines mentioned that there was another dimension to this with regard to individuals asking for custom textbooks. Dr. Fulmer stated that there are issues with this since some faculty members were signing contracts which obligate the university to use these books for a certain period of time.

- **Computer Security for Faculty** – Dr. Fulmer stated that there have been issues where students have gained access to our datasets including BlackBoard. This happens because some faculty do not change their default password settings for BlackBoard or their email accounts. These default passwords are made up of information that is relatively easy to find for students who want to try to gain access. There is also an issue with regard to individuals leaving their passwords in open locations where students have easy access.

- **SACS Update** – Dr. Dew presented a handout with the latest information. He stated that Dr. Alan Mabe from a North Carolina level 2-6 system would be our review team leader when SACS visits. Dr. Dew distributed a copy of an October 5, 2007 memo from Dr. Roach with regard to the contents necessary for faculty files. He stated that it is critical to make sure that all original faculty transcripts are on file. There was discussion over the fact that many of the original transcripts are located in the Human Resources files instead of the faculty files. The issue was raised that the Human Resources department will not release those items to be moved to the faculty files. (4) Dr. Roach stated that he would follow up with Dr. Vardaman on this issue.

- **Strategy for New Programs at the Dothan Campus** – There was discussion over whether it was better to identify new programs and seek approval from ACHE on an individual basis or whether it was better to group these items together. Dr. Dew stated that there needs to be a team put together to develop a strategy on how to pace the new program requests. Dr. Jeffrey raised the issue of the University of Alabama possibly being given permission to transfer a program to another campus within the system without going through ACHE. Dr. Roach stated that if this did happen that he would personally raise that issue with ACHE.

- **ASC Committee Meeting Schedule** – Dr. Roach solicited information from the group with regard to the timing of the Academic Steering Committee meetings. The consensus was that every two weeks on Tuesdays at 1:30 pm was generally a good time for everyone.

- **Personnel Budget Items** – Dr. Roach distributed a handout with the tentative budget preparation calendar for the 2008/2009 year. He asked the committee to keep this in mind as they prepare their budget items. Ms. Nichols distributed various personnel budget item sheets to the appropriate individuals. She
V. Other
  • None

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