**Academic Steering Committee Minutes**  
**February 20, 2007, 1:30 pm**  
**General Academic Building Conference Room**

*Action Items are noted in red*

**Present:** Ed Roach (via phone), Ray White, Lance Tatum, Curtis Pitts (via video conference), Earl Ingram, Dianne Barron, Edith Smith, Vickie Miles, Don Jeffrey, Maryjo Cochran, Don Hines, and Bob Willis.

**Absent:** Hal Fulmer, Keith Sessions and Henry Stewart

**Guest:** Jeff Spurlock (Fellows mentee for Ray White)

I. **Approval of Minutes from December 13, 2006 meeting – Ray White**  
   - The minutes were presented, Don Jeffrey made a motion, seconded by Lance Tatum, motion passed, minutes approved as presented.

II. **Chancellor’s Cabinet Updates – Dianne Barron and Ray White**  
   - Honorary Doctorate Policy was presented and approved  
   - Background checks for all incoming employees was discussed but tabled for further review  
   - Board of Trustees retreat scheduled for March 1-2 was discussed  
   - International Development Center was discussed; Dr. Barron was asked to work with Dr. Hines and Mr. Barron to draft a resolution for the International Development Center  
   - Announced that Troy would get a stand alone Army ROTC program in FY 08/09

III. **Faculty Transfer Policy Draft – Lance Tatum**  
   - A copy was provided for everyone to review. The following suggestions were made:  
     - First sentence – Make sure there is a mutual interest and that it is university driven, not faculty-driven.  
     - Change the word “draft” to “recommendation” throughout the document  
     - Last paragraph, end sentence at “requirements” and delete the remainder of the sentence from “such…program.”  
     - Dr. Tatum will make the changes as recommended.

IV. **Reminder of budget review of F/T personnel – Ray White**  
   - Everyone was reminded to turn in your 2007-08 personnel budget sheets by today so that Kim McNab could receive them by her designated deadline.  
   - At this point you are only verifying people and approved vacancies.  
   - Further discussions followed.

V. **“Dashboard” Objectives Updates – Ray White**
As your work is entered, make sure you are “updating” as you go along. If you need to, adjust/change your work completed dates to reflect your work log timeframe.

Mr. White will be happy to work with anyone if there is an area that isn’t clear to you.

The programmers are aware of some glitches and are working to correct those.

Further discussions followed.

VI. Other

Ray White – 16-week on-line courses: Due to financial aid issues, on-line courses can’t be managed through eCampus; however, they can be managed through each campus. Based on this information and the need and demand for 16-week on-line courses, Dr. Ingram presented the following proposal:

- The Nursing courses would be handled by the School of Nursing
- All on-line courses must be on Blackboard
- All faculty teaching on-line courses must work with the Instructional Designer in preparing their courses
- All faculty teaching on-line courses must comply with all rules necessary for on-line course delivery

Once the 16 week on-line course has been approved for delivery by the Academic Dean, the following must take place:

- There must be a need for 16 weeks to teach the course
- The Dean will determine if the course needs to be taught on-line
- The Dean will determine/decide which semester the course will be taught (Spring or/ or Fall)
- The course is not currently being taught in an eCampus format

After all discussions, Dr. Ingram made the above mentioned proposal and standards into a motion for academic years 2007-2008 and 2008-2009; seconded by Dr. Lance Tatum. After a lengthy and detailed discussion, the motion was passed unanimously with a two-year re-evaluation of course delivery and status.

Ray White/Dianne Barron – Summer Contracts: A draft proposal for summer 2007 contract payments was shared for review and discussion. After a lengthy and detailed discussion, it was decided that the definition of load needed to be addressed and would be brought back to the next ASC meeting for final review and voting.

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