Academic Steering Committee Minutes  
September 18, 2007, 1:30 pm  
General Academic Building Conference Room  

*Action Items are noted below in red*

Dual Enrollment: Dr. Roach asked that a meeting be scheduled with him, Dr. Lance Tatum and Dr. Earl Ingram to discuss this issue, with Dr. Tatum being the point person.

University College/International Programs Briefing: Dr. Roach asked that this briefing be scheduled with the Academic Steering Committee some time the last week of October. Donna Oliver will coordinate.

Hybrid Courses – Dianne Barron: Dr. Roach asked that Dr. Tatum, Dr. Ingram, Dr. Barron and Dr. Fulmer work to identify a task force group to address the items noted above (#2 on the memo) with a completion date of November 1, 2007. Once this is completed, the suspension of hybrid courses effective January 2008 will be reviewed again.


Absent: Vickie Miles, Don Hines and Bob Willis

Guests: Herbert Reeves and Jean Laliberte

I. Approval of Minutes from August 21, 2007 meeting – Ed Roach
   • The minutes were presented, Dr. Tatum made a motion, seconded by Dr. Pitts, all in favor, minutes approved as presented.

II. Guest Presentations
   • Capital Campaign – Jean Laliberte: Dr. Laliberte provided an overview via Powerpoint of the upcoming Capital Campaign for the University. She stated that her division would be soliciting help from everyone and that the final details would be sent out soon with the financial goal being established and announced by August 2008. Further discussions followed.
   • Safety Drill – Herbert Reeves: Mr. Reeves briefed everyone on the September 26, 2007 scheduled safety drill for the Troy campus. Details and mock emergency locations were discussed which will include the participation of university and local officials in the drill. Briefings for the campus have been scheduled for Monday, September 24th at 10:00 am, 2:00 pm and 6:00 pm and Tuesday, September 25th at 10:30 am and 2:30 pm. Mr. Reeves encouraged everyone to attend one of the briefings on Monday or Tuesday. Further discussions followed.

III. Opening Comments – Dr. Roach
• **Cabinet Update:** A briefing was conducted on the 2008 Fellows Project; nominations are due October 1, 2007 to the Deans, October 10 to Dr. Kline, October 22 to Dr. Roach and Dr. Hawkins will make the selection announcement on November 5, 2007.

• **Strategic Planning Templates:** Dr. Roach asked that everyone get their completed template for AY 2007-2008 to him as soon as possible. Once the template has been received, Dr. Roach will call and discuss the details with the individual.

• **College Review Committee Outside Deans:** Dr. Roach announced that the five academic deans and the dean of Library would serve on the following CRC for the 2007-2008 Promotion and Tenure Cycle. He will also follow up with in writing. They are:
  - Arts and Sciences Dr. Maryjo Cochran
  - Business Dr. Edith Smith
  - Communication & Fine Arts Dr. Henry Stewart
  - College of Education Dr. Don Jeffrey
  - Health and Human Services Dr. Don Hines
  - University Library Dr. Lance Tatum

• **University College/International Programs Briefing:** Dr. Roach asked that this briefing be scheduled with the Academic Steering Committee some time the last week of October. Donna Oliver will coordinate.

• **Dual Enrollment:** Dr. Roach stated that Reba Davis had called and needed to discuss dual enrollment for students. Dr. Roach asked that a meeting be scheduled with him, Dr. Lance Tatum and Dr. Earl Ingram to discuss this issue, with Dr. Tatum being the point person.

• **Chancellor’s Fellows Program:** Dr. Roach reminded everyone to submit nominees to Dr. John Kline by the October 10, 2007 deadline. A selection will be made by the Chancellor on November 5, 2007.

IV. **Discussion**

• **Hybrid Courses – Dianne Barron:** Dr. Barron provided a memo to everyone with recommendations regarding the continuation of Hybrid Courses. The recommendations were as follows: 1-to suspend all hybrid courses effective January 2008 until a faculty task force can be identified for the purpose of defining a hybrid course delivery method, determining requisite elements, establishing a protocol for development and procedures for review and approval, and the establishment of an effective assessment tool. After a lengthy discussion, the recommendation and decision was to leave the hybrid courses on schedule until the above mentioned tasks (#2 on the memo) are completed. Dr. Roach asked that Dr. Tatum, Dr. Ingram, Dr. Barron and Dr. Fulmer work to identify a task force group to address the items noted above (#2 on the memo) with a completion date of November 1, 2007. Once this is completed, the suspension of hybrid courses effective January 2008 will be reviewed again. Further discussions followed.

• **SACS Update – John Dew:** Dr. Dew provided a handout to everyone providing an update on the upcoming SACS Re-affirmation visit. He also noted the newly
developed SACS website is coming along well. See handout for details. Further discussions followed.

- **Academic Operating Procedures – Ray White:** Mr. White provided a manual for everyone with the current and approved Academic Operating Procedures for Troy University. He stated that as updates or additions are submitted, he will provide a copy for updating your manual. Further discussions followed.

- **Adjunct Faculty Teaching Limits – Ray White:** Mr. White stated that the 3 course limit is still an issue for fall and spring semesters only. If an adjunct instructor teaches more than three courses must participate in RSA with university matches from that point forward. This is an issue that must be addressed immediately. Mr. White is working with Mr. Lee Vardaman in addressing and identifying those adjunct faculty members that are affected. Further discussions followed.

- **Procedures for Introducing New Degree Programs – Ray White:** Mr. White stated that requests had been made from Dr. Hawkins in regards to introducing new programs at locations. Mr. White asked for guidance for a starting point. Dr. Roach stated that this process should be worked through the college deans.

V. **Other**

- **Earl Ingram:** Dr. Ingram stated that he is requesting permission to move forward with the appropriate approval committees for students taking and passing the TOEFL. Currently, there are a number of students enrolled in the AEG/ESL program that didn’t pass or make a required score for graduate school. The students have discovered they really don’t have to work to pass the AEG/ESL course only to pass the TOEFL. This is an issue that needs review and adjustments. Dr. Ingram provided a proposal, for review and discussion, to revamp the ESL program (see handout for details) which will be presented to the undergraduate and graduate councils for review and approval. This proposal will help the students in many aspects. Dr. Ingram will work with Dr. Porter in presenting this proposal to the undergraduate and graduate councils. Further discussions followed.

- **Keith Session:** Mr. Sessions stated that the web pages for the University Standing committees have been updated. Committee updates for 2007-2008 are in progress and the letters to those already appointed will go out soon.

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