

**Dean's Council
January 19, 2011
Minutes**

Members Present: Russell Lowery-Hart, Joy Brenneman, Bill Crawford, Daniel Esquivel, Shawn Fouts, Patsy Lemaster, Jerry Moller, Carol Moore, Lou Ann Seabourn and Renee Vincent

Members Absent:

Others Present: Lee Colaw, Mark Hanna, Damaris Schlong and Kathy Wetzel

Exception to Curriculum Forms

Questions have arisen regarding the new Exception to Curriculum form which allows for branch campus directors signature. Department chairs have expressed concern that forms can be submitted and signed by Branch Campus directors without input from departments regarding the validity of the substitution. The Council agreed that exceptions for students at branch campuses must be signed by the department chair as well as the branch campus directors.

Travel Justification

A travel reduction was announced at the spring general assembly. Russell stressed to the Council the importance of justifying all requested travel. If travel is submitted without extensive justification, it will not be approved.

General Education Objectives

The Instructional Assessment Committee recommended 6 new general education objectives. The recommendation reflects the same objectives recommended at the state level and, if approved, AC will be one of the first adopters.

Bill Crawford motioned, seconded by Renee Vincent to approve the recommended general education competencies. The motion carried.

Action Plans from Leadership Retreat

Action plans developed at the leadership retreat were distributed to Council members. The Council was asked to review the proposals to determine what ideas are immediately actionable and the next Dean's Council meeting will be devoted to discussion of the proposals. A timeline will also be developed to review items that are not immediately actionable.

General Faculty Meeting Information

Russell distributed a copy of the PowerPoint created for the faculty meeting which included student graduation and transfer rates as compared to peer institutions.

Budget

Guiding principles approved by the Cabinet for current budget responses were distributed.

Members indicated they will willingly embrace the tenets of the guidelines as long as they are administered fairly and equitably across campus.

SACS Training – Mark Hanna

Mark Hanna presented Compliance Certification Report Training to the Dean's Council in anticipation of SACSCOC reaffirmation. There are two booklets available (Handbook for Institutions Seeking Reaffirmation and The Principles of Accreditation: Foundations for Quality Enhancement) as resources. He also distributed a timeline for compliance certification report submission.

Leadership team will make decisions regarding timeline and assigning researchers and writers. The expectation is to make narratives succinct and concise.

Each member will be assigned standards to address, determine and document level of compliance for each standard and write a supporting narrative.

The Angel LMS will be available for entry of documentation. General information can be created in Word and uploaded. The reference booklets are available in Angel.

Council members will receive their assignments at the next Dean's Council meeting.

Patsy suggested Mark create a narrated tutorial available through the e-Learning Center based on his PowerPoint presentation.

Adjourned at 3:46.