

**ACADEMIC COUNCIL**

**Minutes**

**June 13, 2024**

**Present:** Leslie Griffin, Merideth Van Namen, Vicki Bingham, Fawn Ussery, Shaun Kelly, Kristen Land, Valarie Morgan, David Hebert, Edwin Craft, Ellen Green, Tomeka Harbin, Joi Phillips  
**Absent:** None  
**Guests:** None

**Call to order:** A meeting of the Academic Council was held in the Janet Wyatt Conference Room on June 6, 2024. The meeting convened at 8:30 AM with Provost Leslie Griffin presiding.

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Agenda:	Motion to approve agenda was made by Shaun Kelly and seconded by Dr. Vicki Bingham. All in favor.	Approved	Leslie Griffin
Approval of Minutes:	Motion to approve minutes for Thursday, June 6, 2024, was made by Shaun Kelly and seconded by Dr. Tomeka Harbin. All in Favor.	Approved	Valarie Morgan
<b>Informational Items:</b>			
Provost's Updates:	<p><b><u>Dr. Leslie Griffin provided the following updates:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Update on the Degree Development Team's Work:</b> <ol style="list-style-type: none"> <li>a. Work on degrees is well underway</li> <li>b. The secondary education degree is designed and will go up at UCC on Monday, June 17</li> <li>c. All team reports are due this Friday, June 14, 2024</li> </ol> </li> <li><b>2. Update on the University Assessment Advisory Committee's Work:</b> <ol style="list-style-type: none"> <li>a. The team has had two productive meetings</li> <li>b. The team is focused on the three areas of assessment: administrative; academic; student services</li> </ol> </li> </ol>		Leslie Griffin

	<ul style="list-style-type: none"> <li>c. Three team leads have been identified: administrative: Dr. Merideth Van Namen; academic: Dr. Valarie Morgan; student services: Dr. Heather Miller</li> <li>d. The team’s work involves three key pieces of development: <ul style="list-style-type: none"> <li>i. The development of an assessment manual</li> <li>ii. Closing the loop on the previous year (2023-2024)- This is particularly challenging because units were not asked to set new goals. However, Dr. Craft is creating a document to track previous goals, evaluation of goals, and how the loop was closed on goals/use of data</li> <li>iii. Transitional Year assessment- Development of an assessment system which addresses the new academic structure</li> </ul> </li> <li>e. Dr. Griffin emphasized her appreciation for all everyone is doing to work cohesively during this transition.</li> </ul> <p><b>3. Update on the Advisement and Recruitment Team’s Work:</b></p> <ul style="list-style-type: none"> <li>a. Dr. Griffin noted that every student counts at DSU</li> <li>b. Kristen Land shared that the team has analyzed Spring 2024 to Fall 2024 (currently enrolled) retention; we are in a better position this year than we were at the same time last year (760ish students not retained v. 460ish students not retained, respectively)</li> <li>c. Kristen Land and Joi Phillips also discussed the issue of students dropping courses after receiving refunds, resulting in charge backs to their accounts</li> <li>d. We need to do all we can to help students avoid the lifetime burden of student debt; we are looking into the option of changing the refund date</li> <li>e. Currently, 51 students out of the 460ish not registered for Fall 2024 have balances; the total for all 51 students is around \$130,000</li> <li>f. The team is working to nail down issues; there have been good conversations and outgrowth from this process</li> <li>g. Interviews for the new academic advisor positions are underway this week; anyone who needs academic advising help within a unit should reach out for assistance, so no student goes unadvised or misadvised</li> </ul> <p><b>4. Advisement and Summer School:</b></p> <ul style="list-style-type: none"> <li>a. We will be using summer ads to increase our visibility in the community and to potentially boost our Summer II enrollment</li> </ul>		
Faculty Senate	No update		<b>Shaun Kelly</b>

<p><b>Old Business:</b>  <b>Action Items:</b>  Academic  Restructuring</p>	<p><b>Academic Restructuring:</b></p> <ol style="list-style-type: none"> <li>1. <b>Motion to approve the Academic Restructuring was made by Shaun Kelly and seconded by Dr. Merideth Van Namen. The following discussion ensued:</b> <ol style="list-style-type: none"> <li>a. Dr. Griffin explained that counseling education provided strong rationale for fitting under the Robert E. Smith School of Nursing and Health Sciences and would be positioned there; this change is reflected on the current restructuring chart</li> <li>b. Dr. Harbin requested Marketing be added to the chart; this change was made by Dr. Craft</li> <li>c. Dr. Griffin explained that program coordinators would be identified at a later date; coordinator compensation (i.e. potential course releases, etc...) would be solidified at that time as well.</li> <li>d. Joi Phillips asked about psychology staying under the College of Education, Arts, and Humanities while counseling moved; Dr. Griffin explained that although many think there are strong ties to those two areas, they are not required to be housed together; Dr. Jon Westfall was consulted and felt psychology could be housed in either area</li> <li>e. Dr. Griffin explained that unit chairs would receive an additional \$3,000 and an additional course release under the new proposed model; this results in a 2/2 load and \$18,000 total compensation</li> <li>f. Dr. Griffin noted this plan should result in savings from a reduction in course releases, chairs, and secretaries</li> </ol> </li> </ol> <p><b>Motion to approve the restructuring was made by Shaun Kelly and seconded by Dr. Vicki Bingham. 11-approved, 0-nay, 1- abstention (Dr. Ellen Green)</b></p>		<p><b>Leslie Griffin</b></p>
<p><b>New Business:</b></p>	<p>None.</p>		

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<p><b>Discussion:</b></p>	<p><b><u>The following Discussion Items were addressed:</u></b></p> <ol style="list-style-type: none"> <li>1. Relocation plans: <ol style="list-style-type: none"> <li>a. Plans for relocation are impacting many on campus</li> <li>b. Dr. Craft explained this week’s walk through of Kethley with leaders from Hayes Cooper helped solidify plans</li> <li>c. Dr. Craft noted that although it was originally believed GIS/GIT could remain in Kethley, Hayes Cooper would need that space for their cafeteria; Dr. Craft asked Dr. Harbin to consider space within the College of Business and Aviation (Broom Hall) for their relocation</li> <li>d. Dr. Craft stated there would be some construction required to prepare Kethley; this will require fast, efficient work due to the July 26 (teachers)/August 5 (students) start dates</li> <li>e. Dr. Craft noted that Kethley is a much safer option for Hayes Cooper than Ewing due to traffic; also, Hayes Cooper needs 13-17 classrooms and the only other buildings on campus with this space are Caylor White/Walters and Kethley.</li> <li>f. Drs. Griffin &amp; Craft will collaborate to send out a detailed memo with office relocations soon</li> <li>g. Dr. Griffin noted that everything in offices must be moved; no one should leave items behind for storage</li> <li>h. Drs. Craft, Van Namen, and Griffin along with Fawn Ussery expressed questions related to TFA offices in Ewing and TFA storage spaces in the library; they will investigate whether an MOU exists</li> <li>i. Joi Phillips told the group her office needs partitions if anyone has them available</li> <li>j. Dr. Green asked if the date for being out of Kethley was still June 30<sup>th</sup>; Dr. Craft said yes</li> <li>k. Dr. Griffin stated that all signage, catalog pages, website pages, etc. would need to be updated after all approvals are finalized; the restructuring document will go to IHL by August 1, 2024</li> </ol> </li> <li>2. Taking Care of Business Days: <ol style="list-style-type: none"> <li>a. Dr. Van Namen asked about the requirement to have multiple faculty at TCBDs if they receive advisement in advance; clarity will be sought on this issue</li> <li>b. Dr. Bingham asked if students are removed from their schedules if they don’t attend TCBDs; Joi Phillips confirmed that students will be removed after August 7<sup>th</sup>; the last TCBD is July 31</li> <li>c. Dr. Griffin stated that an Admissions representative will be on AC next year, and this should help</li> </ol> </li> </ol>	
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	<p>with clarity on a number of these issues moving forward</p> <p>3. Cheryl's Retirement Celebration: June 27, 2024</p> <p>a. Everyone was agreeable splitting the cost of donuts and a gift</p> <p>b. The event will be in conjunction with the last AC meeting of the month</p>	
<b>Announcements:</b>	<p><b><u>The following announcements were made:</u></b></p> <p>1. The new BSSE degree (Secondary Education) curriculum will be sent to everyone via email in advance of the called meeting on Monday, June 17<sup>th</sup>.</p>	
<b>Adjourned:</b>	9:29 am	
<b>Next Meeting:</b>	Monday, June 17, 2024 and June 27, 2024, at 8:30	