

ACADEMIC COUNCIL
Minutes
April 15, 2024

Present: Leslie Griffin, Tomeka Harbin, Merideth Van Namen, Vicki Bingham, Fawn Ussery, Joi Phillips, Valarie Morgan, Shaun Kelly, James Gerald, Edwin Craft

Absent: Ellen Green, David Hebert, Kristen Land

Guests:

Call to order: A regular meeting of the Academic Council was held in the Janice Wyatt Conference Room on April 15, 2024. The meeting convened at 12:00 PM with Provost Leslie Griffin presiding.

| Agenda item | Comments/Discussion | Action taken | Responsible party |
|---|---|-----------------|---|
| Approval of Agenda: | Motion to approve was made by Dr. Vicki Bingham and seconded by Joi Phillips. All in favor. | Approved | |
| Approval of Minutes: | Motion to approve minutes from April 15, 2024 with edits was made by Dr. Vicki Bingham and seconded by Dr. Merideth Van Namen. All in favor. Edits: <ol style="list-style-type: none"> 1. Correction of Kristen Land's name 2. Correction of Joi Phillips and Shaun Kelly on Agenda (removed prefix Dr. Before name) | Approved | |
| Informational Items: | | | |
| Provost's Updates: | Dr. Leslie Griffin provided the following updates: | | Leslie Griffin & Fawn Ussery |
| Faculty Senate Updates: | Shaun Kelly provided the following updates: | | Shaun Kelly |
| Institutional Effectiveness and Planning: | Dr. Valarie Morgan provided an update on the following: <ul style="list-style-type: none"> - UCC and AC taskforce will be made up of the following members from UCC: Dr. Jon Westfall (Chair of UCC), Chet Oguz, and Addie Harrod; Members from AC are | | Valarie Morgan |

| | | | |
|--|--|--|--|
| | Dr. Tomeka Harbin, Dr. Vicki Bingham, and Joi Phillips; Dr. Valarie Morgan will serve as liaison between the two groups. | | |
| Old Business: | None. | | |
| Action Items: | | | |
| New Business: Policy Review & Course Fees | <p>Motion was made to amend the agenda to include the COEHS curriculum item- Deletion of the SPED concentration by Dr. Valarie Morgan and seconded by Dr. Bingham.</p> <p><u>COEHS Curriculum Items:</u></p> <ol style="list-style-type: none"> 1. Curriculum Action Request- Deletion of the Special Education Concentration within the Master of Arts in Teaching Degree- Motion to approve the deletion of the SPED concentration within the MAT program due to enrollment issues was made by Dr. Van Naman second by Dr. Bingham. <i>10- approved, 0-nay, 0- abstentions. Motion Carried.</i> <ul style="list-style-type: none"> - Dr. Griffin noted we will need to work with teach outs to deal with program closures. Our role will be to help students get through the degree program if they are further than 60 hours along, and if they are less than 60 hours or 2 years along, to help them find another program home at DSU. <p><u>Academic Transcript Policy draft:</u></p> <ol style="list-style-type: none"> 2. Motion to approve the Academic Transcript Policy was made by Joi Phillips and seconded by Dr. James Gereld. Mrs. Phillips explained that under the new policy all students will be allowed to get their transcripts and payment plans will be set up to handle any fees owed to the university. She noted that we issue refunds early so that students can pay for books, off-campus housing, etc.. Often this leads to students not having the money to pay fees that come later in the semester. <i>10- approved, 0-nay, 0- abstentions. Motion Carried.</i> ** Effective Date of policy will be determined by approval in Cabinet** <p>Dr. Griffin gave a course fees preamble stating that we must have a reason to be collecting fees from students. For example:</p> <ul style="list-style-type: none"> - Fees should be for supplies (consumables or specialized equipment) - Fees can cover travel for internships, etc.. - The fees should not pay for the cost of the program | | <p>Joi Phillips, Meredith Van Namen, Tomeka Harbin, Vicki Bingham & Ellen Green</p> |

Dr. Edwin Craft added that course fees previously went to Fund 10 and now they go to Fund 108. Course fees need to be created for a purpose and used for that designated purpose. In the past fees have not always been used for what they were designated for.

Finance is looking at redefining the 108 Fund and what it can be used for. It is normal to have a fee to manage the 110 (there is a tax 2.5-35% - an average of 10%)

It was suggested that there needs to be a set date for the tax of the 110 funds, so departments know when to expect that.

SON Fees:

- **Motion was made by Dr. Leslie Griffin to look at the HSSEE testing bundle and seconded by Dr. Bingham.** Dr. Bingham explained all students take this national exam and they are now purchasing the package in lieu of the individual test being purchased.
- **This led to a discussion around differential tuition and appropriate fund usage.**
Several things were noted:
 - o Dr. Craft stated accreditation fees should be handled through Fund 10. This impacts fee requests from most of our 61 programs.
 - o Dr. Craft suggested departments could spend out of Fund 10 and then do a transfer from 108 to Fund 10 as a temporary solution (will discuss with Kelvin Davis)
 - o Mr. Wakefield was brought into the meeting to consult. He suggested looking at fees that impact the most students and starting there as a method to revise our system.
 - o Dr. Griffin noted that functionally it was impossible to review fees from all programs in a different manner than previously requested during the week of our SACSCOC visit. The turnaround time was too short (less than a week) and deans have already compiled the information they were asked to compile. This would be an unfair ask to our deans.
 - o Dr. Griffin would like to request we approve new fees/brand new fees only until we have more guidance.
 - o Dr. Griffin made a suggestion to develop a Policies/Fees taskforce

Taskforce: Joi Phillips, Dr. Harbin, & Dr. Bingham will serve as representatives of AC. The taskforce will work to establish policies around UCC/AC review of fees and curriculum matter.

| | | | |
|-----------------------|---|--|--|
| | <p>Dr. Morgan will contact Dr. Westfall to establish member from UCC and will serve as a liaison between both groups. Taskforce work completion deadline- July 1.</p> <p>Motion was made to table all requests and move forward with taking only new requests/fee changes (increase or decrease) to Cabinet next week by Dr. Leslie Griffin and seconded by Dr. Edwin Craft. 10- approved, 0-nay, 0- abstentions</p> | | |
| Announcements: | None | | |
| Adjourned: | 10:56 am | | |
| Next Meeting: | Wednesday, April 17 at noon and Thursday, April 25, 2024 at 8:30 | | |
| | | | |

DRAFT