

# ACADEMIC COUNCIL

## Minutes

April 13, 2023

**Present:** Andrew Novobilski, Josh Armstrong, Vicki Bingham, Edwin Craft, Emily Dabney, James Gerald, Ellen Green, Leslie Griffin, Christy Riddle, Jeff Slagell, Josie Welsh

**Absent:** Billy Moore

**Guests:** Jana Donahoe, Chair and Associate Professor of Social Work; Christopher Jurgenson, Incoming Faculty Senate President and Associate Professor of Biochemistry; Chrisa Mansell, Director of Institutional Research & Planning; Cetin Oguz, Chair and Professor of Art; Richard Tremmel, DMI Director and Chair of Entertainment Industry Studies; Jon Westfall, Associate Professor of Psychology; Glendscene Williams, Interim Chair and Professor of Accountancy, CIS & Finance (in for Dr. Billy Moore)

**Call to order:** A regular meeting of the Academic Council was held in the Janice Wyatt Conference Room on April 13, 2023. The meeting convened at 8:33 AM with Provost Novobilski presiding.

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Agenda	Motion to approve the agenda was made by Jeff Slagell and seconded by Vicki Bingham. Dr. Josie Welsh requested to modify the order of the agenda by placing the discussion about form automation with Institutional Effectiveness. All in favor.	<b>Approved.</b>	
Approval of Minutes	Motion to approve the minutes of the March 30, 2023 meeting was made by Jeff Slagell and seconded by Leslie Griffin. All in favor.	<b>Approved.</b>	
<b>Guest Speakers:</b>			
<b>Informational Item:</b>			
Cabinet Update	Dr. Leslie Griffin provided an update from the most recent Cabinet meeting.		Leslie Griffin
Faculty Senate Update	Dr. Armstrong reported that Faculty Senate had not met in person since the last Academic Council meeting, but they did hold a vote via email for the Tenure Policy, which was approved 14 to 2.  Faculty Senate is scheduled to meet this afternoon. Dr. Christopher Jurgenson will become the Faculty Senate President.		Josh Armstrong
Institutional Effectiveness and Planning	Dr. Welsh asked that Dr. Jon Westfall attend Academic Council to discuss the automation of forms to improve workflow. Dr. Westfall created a pilot version via Microsoft 365/Sharepoint/Power Automate for online workflows which has been utilized this semester for curriculum requests and he plans to perfect the workflow before presenting it to campus for other processes, such as excessive absences. The Provost reminded all that policies should be reviewed for form automation to ensure the policy matches the actual process. Dr. Craft added that FERPA data must also be considered; it is important to note who		Josie Welsh

	has access to information on the forms, especially sensitive data.		
	Dr. Welsh mentioned that this change to online workflow could qualify as part of the quality improvement campaign. Dr. Westfall and Dr. Welsh plan to work with Hayley Murrell and members of the University Curriculum Committee this summer on revising the curriculum/course action forms as well.		
<b>Opportunities for Continuous Improvement:</b>			
<b>Action Items:</b>			
Tenure Policy	A motion to approve the revised Faculty Tenure policy was made by Jeff Slagell and seconded by James Gerald. <b>10-approved, 0-nay, 0-abstention. Motion carried.</b>	<b>Approved.</b>	
Curriculum Items	<p>Curriculum Items from Art, DMI, Social Work, and Nursing were presented.</p> <p><b>Course Action Request – ART 235 Fundamentals of Digital Video.</b> Motion to approve removing the prerequisite of Art 158 was made by Emily Dabney and seconded by Vicki Bingham. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Course Action Requests – ART 527 Graduate Off-Site Studio II; ART 614 Graduate Seminar; ART 617 Research in Art; ART 627 Graduate Off-Site Studio IV; ART 670 Professional Studio Practices; ART 680 Graduate Thesis.</b> Motion to group items into one motion was made by James Gerald and seconded by Josh Armstrong. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b> Motion to approve adding these new courses as part of the new low-residency MFA degree was made by James Gerald and seconded by Josh Armstrong. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Curriculum Action Request – Bachelor of Arts in Art.</b> Motion to approve revising the foreign language requirements, regrouping major requirements and reducing Studio Art requirements was made by James Gerald and seconded by Jeff Slagell. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Curriculum Action Request – DMI – Entertainment Industry Studies.</b> Motion to approve removing DMI 303 as an option from the Audio Engineering Technology concentration and leave DMI 403 as the requirement was made by James Gerald and seconded by Jeff Slagell. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p>		

	<p><b>Curriculum Action Request – Bachelor of Social Work.</b> Motion to approve combining two courses into one, removing SWO 102 and adding SWO 304 was made by Jeff Slagell and seconded by James Gerald. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Course Action Request – SWO 102 Volunteering in the Community.</b> Motion to approve deleting SWO 102 was made by James Gerald and seconded by Leslie Griffin. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Course Action Request – SWO 304 Integrated Health and Mental Health.</b> Motion to approve requiring SWO 304 for the BSW degree instead of being an elective was made by James Gerald and seconded by Josh Armstrong. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Curriculum Action Request – Bachelor of Science in Nursing.</b> Motion to approve edits to the admissions criteria and prerequisites was made by Jeff Slagell and seconded by Josh Armstrong. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p> <p><b>Course Action Requests – NUR 303 Health Assessment; NUR 333 Health Assessment Practicum; NUR 402 Nursing Leadership and Management; NUR 403 Community/Public Health Nursing; NUR 406 Nursing Preceptorship; NUR 410 Externship; NUR 442 Nursing Leadership and Management Practicum; NUR 443 Community/Public Health Nursing Practicum.</b> Motion to group items into one motion was made by James Gerald and seconded by Josh Armstrong. 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b> Motion to approve requested changes to these courses was made by Josh Armstrong and seconded by Jeff Slagell 10-approved; 0-nay; 0-abstention. <b>Motion carried.</b></p>		
Distance Education Committee	Motion to alter curriculum routing approval process from initial approval by the Distance Education Committee to quality control assignment by Academic Council was made by Josie Welsh and seconded by James Gerald. 8-approved; 0-nay; 2 abstention. <b>Motion carried.</b>	<b>Approved.</b>	Josie Welsh
Summer Space Utilization	The University energy bill has risen 20%, so access to certain buildings will be limited this summer as a cost-saving measure. The buildings will remain open, but the temperature will be set at 80 degrees with less frequent janitorial services provided. Dr. Craft is still reviewing the building list, but for safety and security purposes, if a space is unlocked for access, it is important for the		Edwin Craft

	door to be locked behind the person accessing the space.		
<b>Discussion:</b>			
Automating of Forms: Curriculum, Excessive Absences – Workflow Wishlist	See Institutional Effectiveness and Planning above.		Josie Welsh & Jon Westfall
<b>Announcements:</b>			
<b>Adjourned:</b>	11:08 AM		
<b>Next Meeting:</b>	Thursday, April 27, 2023, @ 8:30 AM.		