

ACADEMIC COUNCIL

Minutes

June 25, 2020

Present: Charles McAdams, Vicki Bingham, Edwin Craft, Emily Dabney, Ellen Green, Leslie Griffin, Beverly Moon, Billy Moore, Christy Riddle, Jeff Slagell, Jon Westfall

Absent:

Guests: Dr. Gray Kane, Director of the Center for Teaching & Learning

Call to order: A meeting of the Academic Council was held via Zoom on June 25, 2020. The meeting convened at 8:31 AM with Provost McAdams presiding.

Announcements:

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Minutes:	June 4, 2020	Approved with submitted edits.	
Informational Item:			
Academic Readiness Implementation Plan/Context & FAQ Regarding Fall 2020 Classes	The Academic Readiness Task Force is reviewing a COVID-19 Planning Guide for Higher Education which contains information about protocols for academics in fall 2020. Academic and classroom planning for fall is in good shape, but additional planning in other areas is ongoing.		
Spring 2020 Commencement	Spring 2020 Commencement will take place as a webcast; the exact is still to be determined. Communications/Marketing and OIT will handle all technical aspects of recording and editing the recorded webcast with all segments being prerecorded. The beginning of the “ceremony” will have a recording of Pomp and Circumstance and will show an excerpt of a previous procession of faculty coming into the BPAC. Students will be asked to submit a “formal” headshot for use in the ceremony. Students will be recognized by College, by degree and in alphabetical order. Graduate degrees will be called separately as they are in a “regular” commencement. The president will only “confer” degrees twice: once for graduate degrees and once for undergraduate degrees. Dr. Beverly Moon will recognize “First and Second” diploma recipients. Dr. Moon, or other, will call the name of each student by degree. The student’s photo with their name, degree and academic honor (if applicable) will be displayed. Fall 2020 Commencement may use this format as well.		
Action Items:			
Department Guidelines for	Dr. Leslie Griffin presented the Division/Department-Specific Guide for Tenure/Promotion Portfolios. The guide provides detailed criteria specific to the	Approved.	Dr. Leslie Griffin

Promotion and Tenure	<p>candidate's division/department/discipline, which should serve as a reference in the development of the Tenure/Promotion Portfolio.</p> <p>Motion to approve the Division/Department-Specific Guide for Tenure/Promotion Portfolios was made and seconded. 10-approved, 0-nay, 0-abstention. Motion carried.</p> <p>The guide will be distributed to Faculty Senate for their review and/or comments. If Faculty Senate recommends more edits, the guide will come back before Academic Council for approval of those edits with hopes of distributing the guide to faculty in the fall.</p> <p>The process and timeline for departments to identify their requirements will be distributed to Academic Council soon.</p>		
Revision to the DSU Syllabus Template	<p>Dr. Gray Kane presented a revised version of the DSU syllabus template with edits that mirror policy changes due to the COVID-19 pandemic. During discussion, a few clarification edits were recommended.</p> <p>Motion to approve the revised DSU Syllabus Template was made and seconded. 10-approved, 0-nay, 0-abstention. Motion carried.</p>	Approved.	Dr. Gray Kane
Discussion:			
Add/Drop Electronic Forms; Withdrawals/Late Adds	<p>Emily Dabney has been working with Dr. Ouida McAfee, the Director of Instructional Technology, to make the add/drop/withdrawal processes electronic. Individuals that are required to approve the withdrawals and late add requests will receive electronic notifications that there are items in their queue awaiting approval. For most processes, the instructor would need to approve first, then the advisor, chair, dean with the Registrar's office receiving the electronic document after the document has been forwarded through the approval chain. If a request remains in a queue over a certain time period, it could be automatically forwarded to the Registrar's office. OIT will begin working on implementing this process for launch this fall.</p>		Emily Dabney
Adjourned:	10:05 AM		
Next Meeting:	Thursday, July 9, 2020 @ 8:30 AM		