

**ACADEMIC COUNCIL**

**Minutes**

**September 12, 2019**

**Present:** Charles McAdams, Vicki Bingham, Dave Breaux, Edwin Craft, Emily Dabney, Leslie Griffin, Beverly Moon, Cetin Oguz, Christy Riddle, Jeff Slagell

**Absent:** Billy Moore

**Guests:** Clint Wood for Billy Moore

**Call to order:** A regular meeting of the Academic Council was held in the Janice Wyatt Conference Room on September 12, 2019. The meeting convened at 8:30 AM with Provost McAdams presiding.

**Announcements:**

<b>Agenda item</b>	<b>Comments/Discussion</b>	<b>Action taken</b>	<b>Responsible party</b>
Approval of Minutes:	August 22, 2019 <b>Approved with submitted edits.</b>	<b>Approved.</b>	
<b>Informational Item:</b>			
Military Tuition & Fees Policy	<p>Emily Dabney presented the Military Tuition and Fees Policy approved by Cabinet. Students paying tuition with military benefits under Chapter 33, Post-9/11 GI Bill, and Chapter 31, Vocational Rehabilitation and Employment, will be removed from the class cancellation process each term, provided they meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Students must submit a Certificate of Eligibility for entitlement to Chapter 33 educational assistance or a VAF 28-1905 form for Chapter 31 authorization purposes no later than the first day of a class, or the SCO must be able to confirm eligibility with the VA</li> <li>• Submit the fully executed VA Certification Information Sheet to the School Certifying Official indicating the request to use benefits for the term by the class cancellation date for the term.</li> <li>• Submit the fully executed Verification of VA Enrollment Sheet to the School Certifying Official for the term by the class cancellation date for the term.</li> </ul> <p>If a student meets the above requirements, Delta State University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that a student borrow additional funds because of the individual's inability to meet his or her financial</p>	Policy has already been approved by Cabinet and will be added to the undergraduate catalog immediately.	Emily Dabney

	<p>obligations to the Institution due to the delayed disbursement funding from VA under chapter 31 or 33.</p> <p>In the event the expected benefits are not received or there is a portion of tuition not covered, the student will be responsible for the outstanding balance due. Also, a hold will be placed on the student's account on the last payment due date of the term and the account may be turned over to a collection agency for payment.</p>		
<b>Action Items:</b>			
Distance Education Policy	<p>Revisions of the Distance Education policy were presented. These revisions refine the review process and reflect current practices. Edits to the revisions were recommended and included.</p> <p><b>Motion to approve the revised Distance Education policy with edits was made and seconded. 9-approved, 0-nay, 0-abstention. Motion carried.</b></p>	<b>Approved.</b>	
Academic Affairs Procedures & Guidelines	<p>Academic Affairs Procedures and Guidelines (AAPG) are designed to provide specific guidance for the implementation of academic processes or policies. A link will be placed on the Academic Affairs web page to all AAPG documents.</p> <p>Provost McAdams presented document AA.04 Requirements to Move an Existing Program to Online-Only Delivery, which states:</p> <p>Departments/division that wish to offer current degree programs online must meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. Program must meet the IHL requirements for Distance Learning Degree programs.</li> <li>2. Program must meet SACSCOC <i>Principles of Accreditation</i> requirements. (Section 10.6)</li> <li>3. All courses in the program must be designed and successfully reviewed to ensure the courses meet QM standards prior to being offered.</li> <li>4. Online course syllabi must demonstrate that the amount of student engagement (number of assignments, exams, projects, etc.) represent an equivalent amount of time required in a similar face-to-face course.</li> <li>5. Each course in the program shall have a positive review by the chair, dean, and provost prior to the implementation of online delivery of the program.</li> <li>6. The department/division submits to the dean and provost how it evaluates</li> </ol>	<b>Approved.</b>	Provost McAdams

	<p>program and course effectiveness.</p> <p><u>Faculty Requirements:</u></p> <ol style="list-style-type: none"> <li>1. All faculty (full-time and part-time) must complete the required training prior to teaching online.</li> <li>2. All faculty teaching online must complete annual training related to teaching online or the use of technology in teaching.</li> <li>3. All faculty teaching online should adhere to the <i>Expectations of Faculty Teaching Online</i>.</li> </ol> <p><b>Motion to approve AA.04 Requirements to move an Existing Program to Online-Only Delivery was made and seconded. 9-approved, 0-nay, 0-abstention. Motion carried.</b></p>		
Faculty Annual Evaluation Policy	<p>A policy for Faculty Annual Evaluations did not previously exist. Faculty evaluations were a part of the Merit Pay policy. Last spring, Faculty Senate requested the evaluation period change from the academic year to the calendar year. Academic Council approved that change and now considers a new policy on faculty annual evaluations that includes the new submission deadlines. The new policy was created from existing portions of the Merit Pay policy and current practice. Provost McAdams has asked Faculty Senate President, Cetin Oguz to create a committee to recommend updates to the remaining portions of the Merit Pay policy. The new policy contains information about procedures, timelines, and appeals.</p> <p><b>Motion to approve the Faculty Annual Evaluation Policy with recommended edits was made and seconded. 9-approved, 0-nay, 0-abstention. Motion carried.</b></p>	<b>Approved.</b>	Provost McAdams
Scholastic Honors Policy	<p>Emily Dabney presented an edited version of the Scholastic Honors Policy that accurately reflects current practice. Discussion ensued about the required number of semester hours of academic credits to qualify for the Honor Diploma, which was recommended to be 105. It was also recommended that the policy state that the Honor Diploma and the Doyce Stallings Mitchell Diploma will be recorded on a student's final transcript.</p> <p><b>Motion to approve the edited Scholastic Honors Policy with edits to the qualifying hours for the Honor Diploma, as well as the Honor Diploma and Doyce Stallings Mitchell Diploma being recorded on a student's final transcript was made and seconded. 9-approved, 0-nay, 0-abstention. Motion carried.</b></p>	<b>Approved.</b>	Emily Dabney

Grades & Credits Policy	<p>A revised version of the Grades &amp; Credits Policy that reflected the changes approved at the last Academic Council meeting regarding I grades was presented.</p> <p><b>Motion to adopt the changes to the Grades &amp; Credits Policy was made and seconded. 9-approved, 0-nay, 0-abstention. Motion carried.</b></p>	<b>Approved.</b>	Emily Dabney
Academic Affairs Fundraising Priorities	<p>Academic Affairs seeks private, corporate, or foundation support for current and new initiatives in order to improve the education experience of our students, support professional development of faculty, and enhance the educational environment.</p> <p>The top programmatic needs of Academic Affairs were compiled into a list, which was presented with the top eleven items representing the initiatives and requests receiving the most attention from the Academic Fundraiser. Deans and chairs are encouraged to cultivate donors and communicate with others about the projects that are of most value to them. It should also be noted that if any donor expresses an interest in any item, regardless of its placement on this list, we should all pursue that interest vigorously.</p> <p><b>Motion to accept the fundraising priorities was made and seconded. 9-approved, 0-nay, 0-abstention. Motion carried.</b></p>	<b>Approved.</b>	Provost McAdams
<b>Discussion:</b>			
Summer Schedule Rollover	<p>Summer I and II are currently two separate terms in the Banner system, which is not typical practice of other schools, and is also causing issues with Registrar and Financial Aid processes. Emily Dabney recommended changing the summer terms into one individual term with multiple “parts of term” to help designate the timing of courses.</p> <p>Provost McAdams recommended that Emily Dabney meet with Jamie Rutledge and members of Financial Aid and Student Business Services about what implications this may cause before any changes are made and then bring the issue back to Academic Council for further discussion and possible action.</p>		Emily Dabney
<b>Adjourned:</b>	10:26 AM		
<b>Next Meeting:</b>	Thursday, September 26, 2019 @ 8:30 AM		