

DEANS COUNCIL
April 26, 2022
Minutes

The Deans Council met on Tuesday, April 26 from 8:30-10:00 a.m. via Zoom. Those present were Austin Agho, Gail Dodge, Stuart Frazer, Kate Hawkins, Khan Iftekharuddin, Jonathan Leib, Brian Payne, Bonnie Van Lunen, and Robert Wojtowicz. The following agenda items were discussed.

1. The April 12, 2022, minutes were approved.

2. Faculty Senate Issue AY21-17-C Ph.D. in Biology

Council members approved the recommendation from the Faculty Senate to initiate a Ph.D. degree program in Biology in spring 2023. The program will replace the current Ph.D. in Ecological Sciences, which will be discontinued. The Council's recommendation will be forwarded to President Hemphill.

3. Faculty Senate Issue AY21-44-A&C Policy on Certificate Programs

Council members approved the recommendation from the Faculty Senate for revisions to the policy on Certificate Programs. The revisions were proposed by Academic Affairs and accepted by the Senate. Language has been added to state the requirement to submit proposals for credit-bearing certificates to SCHEV for final approval. Additional revisions provide updates to reflect current practice. The Council's recommendation will be forwarded to President Hemphill.

4. Faculty Senate Issue AY21-22-B&C Proposed Revisions to the Grade Appeal Policy

Council members approved the recommendation from the Faculty Senate for revisions to the Grade Appeal policy. The revisions were proposed by Academic Affairs and accepted by the Senate. The revisions add language to specify where records of grade appeals and hearings are kept and the minimum retention period. The Council's recommendation will be forwarded to President Hemphill.

5. Faculty Senate Issue AY21-27-B&C and AY21-32-B&C Proposed Revisions to the Student Complaint Procedure

Council members discussed the recommendation from the Faculty Senate for revisions to the Student Complaint Procedure. The revisions were proposed by Academic Affairs and accepted by the Senate with an additional revision. There are no substantive changes to the procedure. A summary of the revisions is as follows.

- The two introductory paragraphs have been reworded and reordered.
- In paragraph 2, general harassment has been removed from the areas that are not covered under the Student Complaint Procedure because we no longer have a General Harassment policy.
- Embedded links to the forms to submit a complaint and file an appeal, if applicable, have been developed and will be included in the procedure.
- A section on where records of complaints and appeals should be kept as well as how long they should be kept has been added at the end of the procedure.
 - Note, the Deans Council made an additional revision to this section, item III.B., so that the length of time to retain documents is consistent for the initial complaint and an appeal, if applicable.

In addition, the Senate noted that the procedure does not cover faculty in administrative roles, including faculty in chair positions and above, and asked that Academic Affairs add language to include faculty in administrative roles. To address the Senate's concern, Deans Council members recommended the removal of the following sentence.

This procedure does not apply in other contexts, such as cases in which students may wish to appeal the decisions of faculty members in administrative roles.

The Council's recommendation for approval of the recommended revisions from the Senate along with the revision in item III.B. and the removal of the sentence above will be forwarded to President Hemphill.

6. Faculty Senate Issue AY21-35-B Advanced Placement, International Baccalaureate and A/AS Level Credit

Council members approved the recommendation from the Faculty Senate that no changes are needed to Board of Visitors policy 1415, Advanced Placement, International Baccalaureate and A/AS Level Credit. The review of the policy was initiated by the Board as part of the upcoming SACSCOC reaccreditation. The Council's recommendation will be forwarded to President Hemphill for submission to the Board of Visitors with no recommended changes.

7. Faculty Senate Issue AY21-28-F Guidelines for Appointment and Promotion of Librarians

Council members approved the recommendation from the Faculty Senate for revisions to the Guidelines for Appointment and Promotion of Librarians. The revisions were proposed by Academic Affairs and accepted by the Senate with two additional revisions. The recommended changes are editorial only as follows:

- Changed "library" to "Libraries" throughout.

- Changed “university librarian” to “Dean of University Libraries” throughout.
- Removed “assistant university librarian” from the bottom of page 5. This position does not currently exist.
- Updated the names of some of the policies referenced.
- Updated the references as to whether the policies are found in the Teaching and Research Faculty Handbook or the Administrative and Professional Faculty Guidebook.

Council members made an additional editorial change to the Senate’s recommendation, which is to make the language about extended appointments consistent throughout the policy. There were two instances that referenced extended contracts instead of extended appointments. The Council’s recommendation will be forwarded to President Hemphill.

8. Faculty Senate Issue AY21-31-B&C Proposed Addition to the Policy on Withdrawal from Classes

Council members approved the recommendation from the Faculty Senate for an addition to the Policy on Withdrawal from Classes. The recommended change was submitted to by Academic Affairs and accepted by the Senate with a minor revision.

Last year the Senate approved a change to the policy to allow withdrawal from a course through the last day of classes of a regular semester and prior to the exam period. Following implementation of the new withdrawal deadline, a department chair expressed concern about how the policy could be applied in summer and non-semester courses. In the summer, the last day of classes is often the assigned day for the final exam. A student could complete all course work including taking the final exam and then choose to withdraw before the deadline, which was not the intent of the original change to the withdrawal deadline.

The revision to the policy specifies that the last day to withdraw from classes in non-semester courses is the day prior to the last day of classes for that session. The Deans Council approved an additional revision to the Senate’s recommendation once they were informed that the submission from Academic Affairs contained an error in stating that that the withdrawal period for non-semester classes is the first 11 calendar days. This is not always the case; instead, the withdrawal period is much shorter in non-semester sessions. Thus, Council members recommended the following update to the Senate’s recommendation.

For all other non-semester courses (i.e., Summer Sessions, Maymester, Winter Term, or eight-week sessions) a student may withdraw **after the add/drop period** through the day prior to the last day of classes for that session.

The Council’s recommendation will be forwarded to President Hemphill.

9. Faculty Senate Issue AY21-41-D Policy on Self-Supporting Research Professional Positions

Council members approved the recommendation from the Faculty Senate for revisions to the Policy on Self-Supporting Research Professional Positions. The revisions were proposed by the Office of Research and accepted by the Senate. The revisions provide clarification and reflect current practice. The Council's recommendation will be forwarded to President Hemphill.

10. Faculty Senate Issue AY21-43-D Guidelines for the Establishment of University Centers and Institutes

Council members approved the recommendation from the Faculty Senate for revisions to the Guidelines for the Establishment of University Centers and Institutes. The revisions were proposed by the Deans Council and accepted by the Senate. The revisions provide clarification and also add the requirement that proposals for justification of a new university center or institute include how the center or institute will be evaluated. The Council's recommendation will be forwarded to President Hemphill.

11. Faculty Senate Issue AY17-08-G Faculty Teaching Load Revisited

Council members discussed the recommendation from the Faculty Senate for revisions to the policy on Faculty Teaching Load. They accepted the proposed revisions with the exception of the statement added as item 8 about faculty members who do not participate in professional out-of-classroom university-related activities requesting a teaching load beyond the 24 load hours per academic year. They felt the added statement did not take into account expectations for research and service and that additional discussion is needed. The Council's recommendation to leave the policy as is with no changes at this time will be forwarded to President Hemphill.

12. Announcements

Kate Hawkins asked the Deans to let her know of any faculty electing to convert from a non-tenure eligible position to a tenure-eligible position as well as faculty electing to convert from lecturer ranks to a tenure-eligible clinician track position.