

AD COUNCIL Minutes 2-2-21

Present: Bob Fisher, Mark Neill, Cindy Hill, Tracy Collum, Michele Brumley, John Gribas, Mary Lou Dunzik-Gougar, Chris Sanford, Jen Adams, Chris Owens, Laura McKenzie, Staci Phelan, Bob Houghton, Brooke Buffat, Darin Jernigan

Guests: Karen Appleby, Ann Hackert

Welcome to new COT associate dean Darin Jernigan

SAVE THE DATE:

- Distinguished Faculty Awards: Tuesday, April 13, 5:00-6:30, on zoom
 - NWCCU site visit: October 5-7
1. Program Health. Karen Appleby discussed how deans will split up the work of providing feedback to 80 programs. Programs will be assigned and information will be distributed on February 3. Engagement plans are requested to ensure that faculty are involved in the action plans. The Associate Deans recommended that the chairs/program directors be asked for engagement plans, rather than the deans.
 2. Three-year plan instructions and deadlines. **Due to AA March 4.** Catherine sent out spreadsheet from last year. Instructions are posted in Moodle. Include new online programs; new programs that use special fee models (Policy V.R.). Certificates less than 30 credits do not have to be included. Would like discontinuations and consolidations but they are not required.

Program proposal deadlines. Any new program that you want in the 2022 catalog should have completed the internal process by the end of spring semester. Items that require only a letter of notification can be processed next fall.

3. Accreditation.
 - Follow up from chairs/directors workshop. Issue with course level SLOs. Student Affairs and advisors should have easy access to this information in order to assist students.
 - Site visit scheduled for October 5-7. We don't have specific times yet for the various groups that will meet with the accreditation team.
 - Mission Fulfillment [website](#)
4. Petitions. Would like electronic system, with a standard process for moving them through the system. Electronic petitions would ease issues with having multiple campuses. Joanne will check with IT about what is possible, and with the Registrar and report back at our next meeting.
5. Program Review and archiving documents. Changes in personnel sometimes result in previous reports being misplaced or lost. AA will set up Box folders for colleges to use if they wish.

6. Assessment—Ann. A template for reporting curricular changes that result from assessment analysis is available on our Moodle site.
 - a. Missing Gen Ed assessment reports—AA will follow up with colleges