

AD COUNCIL Minutes 3-2-21

Present: Bob Fisher, Esther Ntuli, Tracy Collum, Michele Brumley, John Gribas, Mary Lou Dunzik-Gougar, Chris Sanford, Chris Owens, Laura McKenzie, Bob Houghton, Brooke Buffat, Darin Jernigan

Guests: Lyle Castle, Tiffany Mitchell

1. Student preferred name implementation. Laura McKenzie informed the council that there were challenges in December switching over to using a student's preferred name in systems other than Google email and Moodle. The problems have been resolved and the hope is to complete the change this weekend. There will still be systems where a student's legal name is required to be used, such as transcripts and financial aid. The Associate Deans recommended a communication be sent to faculty notifying them of this change.
2. Student petitions. Tiffany Mitchell from the College of Technology showed a video describing the process that the College of Technology uses to route student petitions via DocuSign. A concern was brought up about a possible need to include extra information that would not fit on the existing petition form. Tiffany will find out if attachments can be added through DocuSign after the process has been started. The Associate Deans would like a discussion to occur about having a consistent system for the university.