

Council of Academic Deans

Minutes

January 18, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Harold Pardue (GRAD & SOC), Doug Marshall (HNRS)

Guest(s): Charles Guest, Daniel McCarthy, Angela Coleman, Phil Carr, Christine Rinne

1. Minutes of the December 7, 2022 meeting were approved as distributed.
2. General Education Reform – Dr. Angela Coleman presented a draft of the General Education Reform website and detailed plans for future discussions with faculty with the goal of integrating the General Education Curriculum into our institutional goals and mission prior to the SACSCOC reaffirmation in 2029.
3. USA Faculty Ambassador Program – Dr. Rick Carter presented the Faculty Ambassador Program that is designed to combine current travel plans of selected faculty with opportunities to host and present on behalf of the University in order to establish new and strengthen existing relationships with international institutions, organizations, and students.
4. Professor of Instruction Policy Implementation Questions – Dr. Susan Gordon-Hickey initiated a discussion of the implementation of the Professor of Instruction policy for current faculty who want to move to this track.
5. Other Items – Dr. Andi Kent announced that we will have a single commencement for Fall 2023 on December 15, 2023 at 10:00 am.

Council of Academic Deans

Minutes

February 15, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Rick Carter (GUSA), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Doug Marshall (HNRS), Todd Andel (SOC)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Nick Lawkis, Lynne Chronister

1. Minutes of the February 1, 2023 meeting were approved as distributed.
2. Funding Solicitations – Mr. Nick Lawkis advised that the deadline to submit plus-up and earmark requests is Friday, February 17, 2023. Mr. Lawkis gave an update on Federal funding and a reminder that all state and local funding requests should happen in concert with the Office of Governmental Relations. Ms. Lynne Chronister gave an update on the status of current earmarks.
3. Faculty Computers – Dr. Charles Guest presented concerns expressed by the Faculty Senate regarding faculty equipment needs.
4. Faculty Ambassador Program – Dr. Rick Carter gave an update on the Faculty Ambassador Program and directed the deans to the website address to access further information.
5. Other – Dr. Andi Kent announced that the kickoff for the 60th Anniversary Celebration will be on May 3, 2023 and will continue with events throughout the year. Dr. Kent also requested that each college submit one or two major brag points for their unit to be added to the Board of Trustee's annual overview report.

Council of Academic Deans

Minutes

March 15, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Doug Marshall (HNRS), Todd Andel (SOC), Harold Pardue (GRAD), Emily Wilson (COM)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green

1. Minutes of the February 15, 2023 meeting were approved as distributed.
2. Degree Conferral Order – Item postponed until the March 29, 2023 meeting
3. Faculty Ambassador Award – Item postponed until the March 29, 2023 meeting
4. Other:
 - a. Dr. Andi Kent discussed the upcoming SACSCOC visit on March 20-23, 2023 and the College of Medicine Match Day program scheduled for March 17, 2023.
 - b. Dr. Andre Green announced that he plans to circulate the initial recommendations of the Ad Hoc Committee on Supporting Faculty Externally Funded Research via email to the deans for discussion at the next deans only meeting.
 - c. Dr. Alvin Williams announced the Retention Summit on April 1, 2023 from 9am – 12pm at the Mitchell Center and asked that faculty encourage students to attend.

Council of Academic Deans

Minutes

April 12, 2023

9:00 am

AD 130

Members Present: Andrea Kent (EVP/Provost), Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), Tres Stefurak (EDUC), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Harold Pardue (GRAD), Emily Wilson (COM), Rick Carter (GLOBAL), Doug Marshall (HON)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Bobbie Hancock,

1. Minutes of the April 12, 2023 meeting were approved as distributed.
2. Maymester and Summer Semester – Bobbie Hancock stated that emails regarding rate of pay and letters for May and Summer semesters have gone out to all colleges.
3. Program Audit – Dr. Andre Green reminded deans to submit their program audits using the template provide by Gray and Associates. He will follow up with an email containing further information.
4. Report of Ad Hoc Committee on Supporting Faculty Externally Funded Research - Dr. Green reminded deans to reply to the email he sent asking for feedback on the report and that there will be a full discussion at the next deans only meeting.
5. Director of Fulbright – Dr. Richard Carter announced that the director of the Fulbright U.S. Scholar Program, Dr. Julie Taylor, would be on campus April 24 & 25 to give presentations to both students and faculty.
6. Ombudsperson Policy – The deans reviewed the revised Ombudsperson Policy submitted by the Academic Affairs Policy Committee. Dr. Kent made a motion to approve the policy. This policy did not pass by a unanimous vote.
7. Other – Dr. Charlie Guest announced that the new Bulletin software, CourseLeaf, is online and that all faculty have been invited to complete training in Canvas. Training should be completed as soon as possible before summer semester.

Council of Academic Deans

Minutes

May 10, 2023

9:00 am

AD 130

Members Present: Andrzej Wierzbicki (A&S), Susan Gordon-Hickey, (PCCAHP), John Kovaleski (EDUC), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Doug Marshall (HON)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green

1. Minutes of the April 12, 2023 meeting were approved as distributed.
2. Report of Ad Hoc Committee on Supporting Faculty Externally Funded Research - Dr. Andre Green asked to table this item for a future meeting.
3. Ombudsperson Policy – Based on dean feedback, Dr. John Kovaleski presented two options for changes to the proposed Ombudsperson Policy submitted by the Academic Affairs Policy Committee. After discussion, Dr. Susan Gordon-Hickey made a motion to approve option 1, the longer version. Dr. Andrzej Wierzbicki seconded and the motion passed by passed by a unanimous vote.
4. Relatives in Class - Dr. Charles Guest presented a new policy pertaining to relatives of a faculty in their class. The policy was discussed and with 3 minor editing changes, Dr. Andrzej Wierzbicki made a motion to approve. Dr. Susan Gordon-Hickey seconded and the motion passed by passed by a unanimous vote.
5. Other – Daniel McCarthy announced the relaunch of the Leadership South Program. An open call for nomination will go out shortly from the Governmental Relations office.

Council of Academic Deans

Minutes

June 7, 2023

9:00 am

Zoom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Kovaleski (EDUC), John Usher (ENG), Mary Duffy (LIB), Heather Hall (NURS), Alvin Williams (MCOB), Todd Andel (SOC), Doug Marshall (HON), Harold Pardue (GRAD), Emily Wilson (COM)

Guest(s): Charles Guest, Daniel McCarthy, Andre Green, Chris Hansen, John Elliott

1. Minutes of the May 10, 2023 meeting were approved as distributed.
2. COI Disclosure System - Chris Hansen reviewed the COI Disclosure system for reporting and reviewing faculty and staff potential conflicts. Chris has provided status reports to COI approvers and will send EPA status reports later this month.
3. Other – Dr. Charlie Guest reminded deans to make timely Concur entries to avoid any potential audits. Daniel McCarthy reviewed eligibility and deadlines for both Leadership South and the Leadership Fellows Program.

Council of Academic Deans

Minutes

June 21, 2023

9:00 am

Zoom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Alvin Williams (MCOB), Todd Andel (SOC), Doug Marshall (HON), Harold Pardue (GRAD), Emily Wilson (COM), Rick Carter (GLOBAL)

Guest(s): Daniel McCarthy, Angela Coleman, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Anjie Davis, Mathew Cox, Donna Street, Ashley Suggs

1. Minutes of the June 7, 2023 meeting were approved as distributed.
2. New Faculty & Faculty Handbook – Dr. S. Raj Chaudhury announced that New Faculty Orientation will be held, in person, on the morning of August 15, 2023. In addition, the New Faculty Scholars cohort program, the year-long continuation of NFO, should ideally be scheduled around times faculty are generally free and he requested that deans not assign new faculty teaching duties during Monday late afternoon (3-5) and Friday mid-day (12-2) for both fall and spring semesters. Dr. Chaudhury also initiated a discussion aimed at acquiring guidance for the ILC in their effort to assist/support faculty on the new Non-Tenure Instructional Track.
3. Enrollment Services Update – Dr. Andi Kent gave an enrollment and retention update for fall 2023 as well as a report on recruitment efforts to date.

Council of Academic Deans

Minutes

July 19, 2023

9:00 am

AD 130 Boardroom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Charlie Erwin (CAHP), Kelly Woodford (MCOB), Todd Andel (SOC), Doug Marshall (HON), Harold Pardue (GRAD), Rick Carter (GLOBAL), John Kovaleski (CEPS)

Guest(s): Charles Guest, Daniel McCarthy, Bobbie Hancock, Nicole Carr, Robin Lasey, Anjie Davis, Mathew Cox, Donna Streeter, Ashley Suggs

1. Minutes of the June 21, 2023 meeting were approved as distributed.
2. ILC Updates – Robin Lasey reminded deans that New Faculty Orientation will be held on August 15, 2023 and that the New Faculty Scholars program would continue this year with the addition of a Tenure and Promotion Panel session.
3. Student Academic Success Update – Dr. Nicole Carr gave an update on returning student enrollment, discussed the transient student process, and reminded deans about the student resources for fall.
4. Coordinating College-level Tailgating – Dr. Doug Marshall offered to assist in coordinating a more streamlined process for the colleges to participate in tailgating this football season. Colleges were asked to provide the point of contact for their areas so that he could reach out to everyone with more information about what he has in mind.
5. Game Day Logistics – Dr. Andi Kent will send an email campus-wide later this week announcing the Tuesday evening, 6:30 pm kickoff on October 17th so that everyone can begin planning.
6. Promotion and Tenure Question from Faculty Senate – In reference to a question asked by Faculty Senate at the last Executive Committee meeting, Dr. Kent reminded deans that feedback to promotion and tenure candidates should be provided in writing by the candidates' chair and not only given verbally.
7. Budget – Dr. Kent discussed enrollment numbers for Fall and the impact that it is expected to have on the budget.
8. Andre Green Duties – Dr. Kent reviewed the reassignment of Dr. Green's responsibilities after his resignation.
9. Other – Dr. Kent gave an update on the current dean searches, announced that a new marketing campaign and commercial were in the works, and invited the deans to bring their grants specialists to the Tracking Faculty Research meeting at 10:00 am on August 1st. Ashley Suggs reminded everyone that Courseleaf training is still available.

Council of Academic Deans

Minutes

August 2, 2023

9:00 am

AD 130 Boardroom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Elizabeth Adams (CAHP), Alvin Williams (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), John Kovaleski (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Angela Coleman, Julie Estis, Ashley Gibson

1. Minutes of the July 19, 2023 meeting were approved as distributed.
2. QEP LevelUP Announcement – Dr. Julie Estis gave an update on the LevelUP QEP project and the Ready, Set, Go initiative that introduces the framework of LevelUP to begin rolling it out to colleges and programs.
3. Curriculum Management Software and Grad Assistant Pay – Ashley Gibson announced that last week's onsite training for the new curriculum management software was recorded and will be posted on the Academic Affairs website. Fall semester will be a hybrid semester with full implementation by Spring 2024. Ashley also reminded deans about the deadlines and pay schedule for Grad Assistants for fall semester.
4. Other – Dr. Kent gave an update on the new scholarship opportunity for Providence employees, named the Providence Award, that will be offered for Fall 2023. This scholarship is available for the fall semester only and will provide Providence employees and their dependents with the same educational benefits as current USA employees.

Council of Academic Deans

Minutes

August 30, 2023

9:00 am

AD 130 Boardroom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (MCOB & GRAD), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), John Kovaleski (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Ashley Suggs, Buck Kelley

1. Minutes of the August 2, 2023 meeting were approved as distributed.
2. Retroactive Special Withdrawals – Dr. Harold Pardue reviewed the current practices in place for retroactive special withdrawals and asked for feedback from the deans to determine if any changes need to be made going forward.
3. Alpha Hall Building Demo – Mr. Buck Kelley presented the demolition schedule for Alpha Halls East and South to begin during the December winter break with a completion target date of mid-February 2024.
4. Course Schedule Changes Post-Registration – Dr. Susan Gordon-Hickey discussed challenges with the policy regarding the course schedule maintenance process and has requested that an additional step be added to the form to require college-level approval. Deans were asked to meet with chairs to discuss the approval process to ensure compliance.
5. Other – Dr. Kent announced the two new deans, Michael Capella (MCOB) and Angela Barlow (CEPS), and their start date of January 1, 2024. Dr. Charles Guest reminded deans that the Ombudsperson policy revisions, submitted by the Academic Affairs Policy Committee, were denied by unanimous vote of the deans and returned to Faculty Senate. At this time, Faculty Senate intends to submit a new proposed version of the policy to the Deans Council at a later date. Dr. Harold Pardue informed the council that there are AI resources available in Canvas regarding the use of AI in classrooms.

Council of Academic Deans

Minutes

October 11, 2023

9:00 am

AD 130 Boardroom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), Clive Wood (ENG), Mary Duffy (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (MCOB & GRAD), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), John Kovalski (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Ashley Suggs, Bobbie Hancock, Nicole Carr, S. Raj Chaudhury, Anjli Davis, Mathew Cox, Donna Streeter

1. Minutes of the September 13, 2023 meeting were approved as distributed.
2. Recruitment Plan – Mathew Cox summarized the new recruitment plan for USA Day and discussed future plans for engaging the fully online and international prospects.
3. Transient Student Process - Dr. Nicole Carr, proposed a newly created process that provides a detailed explanation of what it means to "Go Transient" using student facing FAQs. The new process also integrates a DocRoute form that includes only specific courses at USA and the equivalent courses at the other institution. With a unanimous vote by the deans, Dr. Carr was given the approval to proceed.
4. Proposed Revisions to the Academic Suspension Policy – Dr. Carr proposed changes to the current Academic Suspension policy, including providing a route for students on their first suspension to take summer courses at USA. With a unanimous vote by the deans, Dr. Carr was given the approval to proceed.
5. Ad Hoc Evaluation & Teaching Effectiveness Committee Update – Dr. John Kovalski gave an update on the status of the committee. Dr. Kovalski plans to convene the committee soon and will develop a report to be presented at a future Deans Council meeting.
6. Intentional Course Design with AI, Data Analysis by Course, Learning Assistants Pilot Program, Recommended Specs for USAonline – Dr. S. Raj Chaudhury presented the recommended minimum specifications for Gen Ed coursework and asked for feedback from the colleges. Dr. Chaudhury will discuss the remainder of the topics at a future meeting.

Council of Academic Deans

Minutes

November 8, 2023

8:45 am

AD 130 Boardroom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), John Usher (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Harold Pardue (MCOB & GRAD), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), John Kovaleski (CEPS), Emily Wilson (COM)

Guest(s): Charles Guest, Ashley Suggs, Bobbie Hancock, Nicole Carr, Lisa LaCross, Anjie Davis, Mathew Cox, Donna Streeter, Angela Coleman, Alison Wood, Chris Cleveland, Sinead Chadhain

1. Minutes of the October 11, 2023 meeting were approved as distributed.
2. Ombudsperson Policy (Deans Only) - Dr. Sinead Chadhain opened a discussion with the deans regarding the Ombudsperson Policy revisions that were previously denied by the CAD. Dr. Chadhain and the deans discussed areas of concern in an effort to make changes that will facilitate faster approval of the proposed revisions to the policy in a future submission.
3. Inclusive Access, Bookstore - Dr. Chris Cleveland proposed that the University move forward with the First Day Complete program that allows equitable access to course material to students. Dr. Andrzej Wierzbicki made a motion to approve, it was seconded by Dr. Doug Marshall and passed with a unanimous vote.
4. NC SARA Updates - Alison Wood gave an update on the NC-SARA policy and the reporting process.
5. Difficult Course List - Dr. Nicole Carr addressed different ways to update the difficult course list which are currently available in Canvas. Dr. Carr will follow up with data regarding unproductive credits.
6. Laptop Policy Discussion - This agenda item was tabled for a future meeting.
7. USA Day & Future Recruitment Opportunities - Due to time constraints, Mathew Cox will provide the update to the deans via email.
8. Other - Dr. John Kovaleski announced his retirement effective January 1, 2024.

Council of Academic Deans

Minutes

December 6, 2023

9:00 am

AD 130 Boardroom

Members Present: Andi Kent, Andrzej Wierzbicki (A&S), Clive Woods (ENG), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Bill Gillis (MCOB), Todd Andel (SOC), Doug Marshall (HON), Rick Carter (GLOBAL), John Kovaleski (CEPS)

Guest(s): Ashley Suggs, Nicole Carr, S. Raj Chaudhury, Anjie Davis, Mathew Cox, Donna Streeter, Sinead Chadhain

1. Minutes of the November 8, 2023 meeting were approved as distributed.
2. FS Bill 1025 and FS Bill 1026 - Dr. Sinead Chadhain presented the Faculty Senate proposed revisions to the Tenure Review policy and the Sabbatical policy. Both policies will be discussed at the next deans only meeting.
3. Fall 2024 New Student Application Cycle & Recruitment Updates, Shared Google Drive Reminder – Mathew Cox gave an update on the Fall 2024 application cycle, reviewed the current recruitment process and goals, and encouraged deans to view the reports contained in the drive he shared with them. Mathew also announced the College Preview Days on February 19 – 23, 2024 and Spring USA Day on April 6, 2024.
4. Laptop Policy and ILC Updates – Dr. S. Raj Chaudhury presented the updates to the laptop policy and opened discussion on a potential AI workgroup to address AI best practices for instruction and learning.
5. Other – Dr. Andi Kent announced that USA was officially granted reaccreditation at the SACSCOC annual meeting on December 5, 2023. Dr. Kent also announced the upcoming Pancakes with the President on December 13th, the holiday luncheon on December 7th, and our new trustee, Luis Gonzalez. Dr. Richard Carter gave a status update on the international student applications in process for Spring 2024. Dr. Carter reminded the deans that the Fall to Spring turnaround time is very short and any delays on our side have a direct effect on the spring international enrollment.