

**Administrative Council Meeting**  
**Wednesday, Feb. 6; 9 a.m.**  
**Founders Chapel**

**Present:** Steve Clark (Chris Moss), Crystal Creekmore (Sarah McAbee), Jonathan Craft, Keith Ferguson, Rosemary Hodges, Mike McCoy, Brett Godbee, Jackie Smith, Joe Delap, Katherine Quinnell, Kim LaFevor, Debra Vaughn, Belinda Krigel, Stephen Spencer, Jeff Guenther, Dr. Ron Ingle, Carol Rachal.

**Not Present:** Ronnie Merritt, Jackie Gooch, Chris Latham.

Meeting commenced at 9 a.m., with Dr. Ingle presiding.

**Agenda:**

1. Approval of 2020/2021 academic calendar
2. Academic Program Review update

**Dr. Ingle called for a vote to approve the 2020/2021 academic calendar.**  
**All Council members voted to approve the calendar.**

**Smith:**

- Updated Council members on the Academic Program Review, with a Powerpoint.
- Set up in Blackboard so everyone can view it.
- The review is designed to look at our programs in regard to student outcomes, achievement, grades, etc.
- All reports accessible to faculty on BB.
- Review addresses three questions: Where are we now? Where are we going? Where do we need to be?
- Looking at enrollment, retention, graduation and post-grad employment.
- List of student outcomes for every program; the current template has not been used consistently. How can we change the template to ask questions about our programs; faculty input necessary.
- Jeff Guenther working on program fact sheets.

**Dr. Ingle interjected:** Program reviews need to have a component to show we are listening to what the marketplace tells us. He mentioned that he was invited to be on the Athens City Schools Visioning Committee, which is focused on what we need to be doing in our public schools to prepare students.

**Around the Table:**

**Delap:**

- Working with Dr. Spencer and deans at ASU and Calhoun to come together with ideas on better pathways for our students. Reaching out to different colleges and universities to work collaboratively; re-energizing our connection with UNA.

**Krigel:**

- Faculty space renovations underway. Teaching and Learning Center? Ongoing conversations about how the space will be used.

**Vaughn:**

- Faculty Senate in the process of reviewing and updating faculty policies.

**LaFevor interjected** with a request for a template to use as a guide in discerning the different policies; who owns which policy? Requested more clarity on review cycle.

**Godbee:**

- Updated the Council on SGA activities: Movie night in McCandless in honor of Black History Month.
- Announced Leadership conference at Troy State in March
- SGA busy with planning events, specifically Transfer Day, March 14; and the Community Mardi Gras Parade March 5. SGA will participate.
- Next SGA meeting, Wednesday, Feb. 13, 12:30 p.m.

**Quinnell:**

- John Solomon Sandridge will attend the opening of the Library art exhibit in honor of Black History Month, Feb. 26.
- Art going up this week for exhibit.
- Dual Program includes a reception in the library, followed by a film in McCandless auditorium.
- Announced the Feb. 20 AA Read-In.
- Displaying the Patty Malone portrait during Black History month. Malone was a former slave in Athens.

**McCoy:**

- Construction/Remodeling update:
- Work in Sandridge moving slow, but coming along.
- Announced Risk Management Committee chair; explained the purpose of risk management in terms of addressing safety and security issues.
- Encouraged council members to identify issues
- The objective is to be pro-active in identifying possible risks.
- Will send a copy of the list of committee members to Carol Rachal, who will send it out to the AC.

**Vaughn** asked McCoy what falls under the category of risk? McCoy's response: Anything that could expose us legally; risk is all encompassing.

**Hodges:**

- Requested a definition of the committee, so she knows where to send her concerns.
- Talks between COE and A&M to create partnerships regarding autism and ELL (English Language Learner) programs; these programs are already established.
- Working with Dr. Spencer in looking at offering courses that are no longer offered across the state.

**Craft:**

- Audit completed; no findings; passed peer review.

**Guenther:**

- Presenting data at Legislative Delegation meeting.
- Elaborated on Academic Program Review process: SACS requirement.
- Information will be made public on the website.

**Creekmore:**

- Announced that summer and fall schedules go live in March.
- Working on fall catalog.
- Increased recruiting visits by 367.
- About 50 recruiting visits scheduled for February.
- Recruiting schedules on website.
- Announced March 14 as Transfer Day.
- Working on diversity and inclusion efforts; possible addition of a position for someone fluent in Spanish to reach growing Hispanic population in the area.
- Evaluating positions: should we keep or restructure?

**Spencer:**

- Met with Wallace State Performing Arts faculty to discuss ideas for working together on joint admission and enrollment processes with other colleges. Wallace State has 7,000 students. Collaborations and partnerships in the works as meetings continue.
- Working with Dr. Turner-White to promote mentorship program – grant funded.
- Mentorship program would involve teachers mentoring new teachers.
- Announced two grant-funded opportunities to include diversity.

**Clark:**

- Announced Staff Appreciation Luncheon, Thursday, April 25.
- Staff will be delivering roses and carnations for Valentine fundraiser.

**Dr. Ingle:**

- Rebranding effort underway with the ACA; new leadership at Calhoun very cooperative.
- Making great progress with faculty collaboration between ASU and Calhoun in regard to the ACA.

**LaFavor:**

- Announced the Center for Excellence application under review. “We are on our way to becoming a Cyber Center of Excellence.”
- Gary McCullors designated the security person for our Cyber Center.
- Will visit Walsh College in Michigan, which is another upper level division university.
- Announced Walsh College is the only automotive cyber security program in the country. La Favor is looking to partner with them.

Note: Restructuring of positions will be discussed at the next meeting: Creekmore.

Meeting adjourned at 10:04 a.m.