GERARD called the meeting to order at 3:00 p.m.

**Role of Accessibility Services** ► Zach announced that a seminar will be held on October 31 featuring the Role of Accessibility Services and he asked deans to help promote it among faculty. He indicated that there would be two sessions, one from 12:00 to 1:00 p.m. and another at 4:00 to 5:00 p.m. to give all faculty a chance to attend. Because the number of students who require services from Accessibility Services has doubled in the last six years, the need for providing this kind of information to faculty is very important. All kinds of information will be available, including the most recent laws, procedures for working with the Office of Accessibility Services, followed by a Q & A. Refreshments will also be provided. Deans asked Zach to send them information by email so that they could forward it to their faculty.

**Early Spring/Summer Registration** ► Karen indicated that last year, we implemented a year-round schedule and the process has changed for completing course schedules and getting them to the Registrar’s Office. In addition, the registration period was moved to a month later, thus allowing only one month for students to be advised and to make decisions before classes begin. Currently, early registration for Spring/Summer/Fall is April 8-16, 2013. Also, it shortens the time that departments have to either make changes and/or cancellations regarding their courses.

The proposed change would separate Spring/Summer Registration from Fall Registration. The proposed dates would be Spring/Summer – February 18-26 and Fall – April 8-16. The proposed change would provide departments more time for making scheduling changes if need be and allow students more time to select courses and plan their schedules. The downside would be that advisors may be looking at two advising sessions with students rather than one. Karen explained that the Registrar’s Office does not have strong feelings one way or the other regarding the proposal. She has been meeting with various groups to gather input regarding the proposal and is seeking the Deans’ advice. The Deans asked that Karen send them the written form of the proposal so that they could share it with their faculty prior to making any commitment.

**Faculty Mentoring Program** ► Alicia announced that the program is in its fourth year with the focus being on pre-tenure faculty. She qualified the purpose of the program by indicating that the focus is not to help faculty attain tenure, but rather, provide them input and support in maneuvering through the promotion and tenure process and the challenges that they may face. This year there are 16 mentees and 10 mentors.
Alicia disseminated the calendar of program activities with the deans and indicated that her interest in speaking with them was to seek input regarding what kinds of information and/or topics that the deans felt would be important to pre-tenure faculty. Some suggestions were made such as informal writing sessions between pre-tenure faculty mentoring each other, possibly a topic on engaged service and/or experiential learning; and an eye toward associate professors with possible grant writing and/or leadership training.

Gerard indicated that he would like to see some focus on gender and/or racial diversity in the promotion and tenure process. He indicated that we need to ensure that there is no lack of support and/or to make sure that there are no undue obstacles as they go through the process. Alicia indicated that the initial seed of the program grew from that very idea from the Women and Gender Studies Program and she will be sure to bring this to the Work Group of the Program. Gerard suggested that perhaps he, Alicia, and Ruth meet in order to align programs a bit in relation to the LEAD Program.

Alicia concluded by indicating that even if pre-tenure faculty members were not part of the Mentoring Program that they are welcome to attend any of the sessions listed. In addition, she ask the deans to try not to schedule any events that would include pre-tenure faculty on the same dates as their sessions. She would look forward to any additional suggestions.

**Approval of Minutes from August 23, 2012**

The Minutes of August 23 were approved as corrected.

**Forced Drop of Students**

Vahid indicated that each semester, an email is sent to all faculty requiring them to report the non-attendance of any student in their courses within the first 10 days, noting the “rule of thumb” as two missed class periods or students who have not participated in their online class in the first five calendar days of the semester. Vahid explained that this procedure occurs without notice to the deans and/or chairs/directors. He would like to see the practice either lengthened to a longer period of time or that notices initially be sent to the deans rather than the Registrar’s Office to force drop students.

Vahid shared a scenario that happened in SOM where a student was enrolled in an online class and the first assignment was not due for a week into the semester. Because she was not online within five days, the faculty member dropped her. Because she was only enrolled in 6 hours, she lost her financial aid.

Vahid indicated that if deans are required to do the force drop, then they would have an opportunity to possibly call the student and see what problems the student may be having rather than just dropping them. Much discussion took place, including requirements for veteran students, how the procedure helps wait-listed students, etc. A decision was made for Gerard and Vahid to meet with Karen and explore the issue; they will report back to the group.

**Utica Partnership**

Bob reported that he and Vahid met with the Superintendent and Assistant Superintendent for Curriculum of Utica Schools in an effort to firm up the kind of collaborative program that would work best. Two of the programs being discussed are an early college and/or possibly concurrently dual enrollment. The next step is to do a financial analysis. We are thinking of doing something similar to the program with Hartland. A meeting with the Provost is scheduled for October 22.

**Matters Arising**

Chris indicated that she received an inquiry from the Superintendent at Fenton questioning why Ann Arbor accepts international baccalaureate degree credit and we do not. She indicated that we are working to make that happen. Right now the International Center has been working with departments to get them on board; however, some of them have been somewhat reluctant. Chris explained that accepting IB credit is very important for many reasons and is similar to AP credit. Vahid added that IB Programs are significant in that they are signs of quality and prestige. Chris said that she would be working with both the International Center and departments to move this forward.

The meeting was adjourned at 5:00 p.m.