

Council of Academic Deans Council of Academic Leaders

Minutes

January 14, 2026

CAD Present: Andi Kent, Andrzej Wierzbicki (A&S), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Michael Capella (MCOB), Todd Andel (SOC), Rick Carter (GLOBAL), Harold Pardue (GRAD), Eric Steward (ENG), Angela Barlow (CEPS), Doug Marshall (HONORS), Franklin Trimm (COM),

CAL Present: Charlie Guest, Julie Estis, Nicole Carr, David Blair

Guests Present: Ashley Suggs, Ashley Gibson, Amy Clay, Emily Wilson, Christina Wassenaar, Jim Berscheidt, Kristen Roberts, Allen Parrish, Chris Cannon, Jennifer Mills, Paige Vitulli, Krista Hamilton, Callie Stalliard

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1. Minutes of the November 19, 2025, meeting were approved as written.
2. Grant and Research Funding: Jennifer Mills reviewed the sponsored projects report, including proposals and awards, providing a year-to-date comparison over 2025. Kristen Roberts discussed endowments and awards, highlighting ways to provide as much information as possible to colleges to utilize and maximize the award dollars.
3. Swag Branding: Jim Berscheidt reviewed "swag" branding, including a discussion on reducing acronyms for the University and college names. Marketing will work with everyone to produce approved designs. He noted that shirts must use a licensed vendor (one vendor only). All "USA Way" design options are on the website. The new homepage is scheduled to launch on January 23 or 30, 2026.
4. Windows 10/11 Updates & Upgrades: Chris Cannon provided an update on the Windows 11 upgrades currently in progress across all USA campuses.
5. Prior Learning Assessment (PLA) Process: Dr. Paige Vitulli discussed the PLA by Portfolio approval process and ways students can receive credit for prior learning.
6. Recruitment Brochures & Recruitment/Enrollment Data: Mathew Cox was out of office and will email his items to the deans. In his absence, Dr. Andi Kent gave a brief status update on enrollment to date.
7. FS Bill 1031 Procedure for an Efficient Policy Exchange: Dr. Christina Wassenaar gave a brief introduction regarding the institutional bill. Deans were asked to review the information for discussion at the February 11 meeting.
8. Other: Dr. Kent introduced Krista Hamilton and Callie Stalliard in the Academic Affairs office.

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9. Emeritus Policies: Dr. Charles Guest discussed a new policy proposal regarding Emeritus status for Senior Academic Administrators and updates to dean and faculty emeritus policies. Deans will review these documents for discussion at the February 11 meeting.

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10. Approval Process for Changes to Scheduled Classes: Dr. Eric Steward brought up potential limitations regarding the approval process for changes to scheduled classes, specifically time changes. Dr. Guest and Ashley Suggs will work on adding guardrails to the change process to avoid conflicts when changing the day/time of a class.
11. Gray Associates: Dr. Harold Pardue asked if deans would find value in renewing the Gray Associates software. The group will explore a one-year contract and potential other cost-effective options.
12. Departmental Honors: Dr. Doug Marshall asked if colleges would be willing to provide departmental honors to students outside of their major/minor. Deans will review potential obstacles and follow-up with Dr. Marshall.
13. FS Bill 1031, Substantive Change Policy and T&P Working Groups: Due to time constraints, we will circulate the Substantive Change Policy for feedback and vote via email. Dr. Julie Estis will communicate information regarding the T&P working groups to the deans through email and will discuss FS Policy 1031 at the next CAD meeting.

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February 11, 2026

CAD Present: Andi Kent, Andrzej Wierzbicki (A&S), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Michael Capella (MCOB), Todd Andel (SOC), Rick Carter (GLOBAL), Harold Pardue (GRAD), Paige Vitulli (CEPS), Doug Marshall (HONORS), Franklin Trimm (COM),

CAL Present: Charlie Guest, Nicole Carr, Anjie Davis, S. Raj Chaudhury

Guests Present: Ashley Suggs, Ashley Gibson, Amy Clay, Emily Wilson, Christina Wassenaar, Lisa LaCross, Lauren Newman

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1. Approval of Minutes
 - Minutes of the January 14, 2026, meeting were approved as written.
2. ILC Teaching Related Updates (S. Raj Chaudhury)
 - Accessibility: Dr. Chaudhury discussed the UDOIT accessibility tool and the ILC's role in Title II Accessibility compliance.
 - Teaching Effectiveness: Colleges are to submit implementation plans and discipline-specific templates for effective teaching portfolios by June 15, 2026.
 - Open Classroom Initiative: A "Launch" of this initiative was discussed to help faculty become more comfortable with peer review.
 - Course Formats: New formats are expected to go into effect Spring 2027, with ongoing discussions regarding course fees.
3. Updates on Searches (Andi Kent)
 - AVPAA Search: The position has been advertised, and the search committee has met.
 - Graduate School Dean: The advertisement went live on January 5. Zoom interviews are scheduled for the week after Spring Break, with campus visits planned for early April.
4. Other (Harold Pardue)
 - Gray Associates: A Zoom overview of the postgrad model is scheduled for February 25 at 8:30 AM. A calendar invite will be sent to all deans.

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5. Summer Max Calculations Changes (Amy Clay)
 - A reviewed and reworked formula for summer maximum calculations was presented.
 - This formula potentially increases the amount faculty can earn.

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6. Emeritus Policies (Charlie Guest)
 - Based on dean feedback, Dr. Guest will rework eligibility requirements for the proposed policies.
7. FS Bill 1031 Procedure for an Efficient Policy Exchange (Julie Estis - absent)
 - In Dr. Estis' absence, Dr. Kent led discussion focused on the definition of "Policy," with concerns raised regarding mandatory time limits and appeals to the AAPC.
8. Tenure & Promotion Working Groups (Julie Estis - absent)
 - In Dr. Estis' absence, Dr. Kent shared that working groups for Annual Evaluation and Tenure and Promotion Policies are being finalized.
 - Update: Dr. Gordon-Hickey provided an update on the working group and raised questions regarding Watermark.
9. Other (Harold Pardue)
 - Grad School Recruiting: Dr. Pardue discussed a meeting with deans regarding graduate school recruiting.
 - Gen Ed AI Pilot: A proposal for a pilot program regarding AI usage in General Education was introduced, specifically for English Composition (EH 101 and 102).

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March 25, 2026

CAD Present: Andi Kent, Andrzej Wierzbicki (A&S), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Michael Capella (MCOB), Todd Andel (SOC), Rick Carter (GLOBAL), Harold Pardue (GRAD), Angela Barlow (CEPS), Doug Marshall (HONORS), Franklin Trimm (COM), Darryl James (ENG)

CAL Present: Charlie Guest, Nicole Carr, Julie Estis, David Blair, Anjie Davis

Guests Present: Ashley Suggs, Ashley Gibson, Amy Clay, Emily Wilson, Christina Wassenaar, Lisa LaCross, Joel Billingsley, Allen Parrish, Heather McCollum

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1. Approval of Minutes
 - o Minutes of the February 11, 2026, meeting were approved as written.
2. USA Gateway (Allen Parrish)
 - o Introduced a new forward-facing portal, USA Gateway, designed to interact with potential partners.
 - o For colleges interested in co-creating this initiative, a meeting is scheduled on April 20th from 11:00 AM to 1:00 PM in the Oakleigh Room at the USA Tech Park; lunch will be provided.
3. Registration PINs (Ashley Suggs)
 - o Proposed expanding the use of registration PINs to combat the rising trend of "Ghost Student" enrollment.
4. Title II & Teaching Effectiveness Policy (Lisa LaCross)
 - o Digital Accessibility: Provided guidance for faculty on Digital Accessibility and the UDOIT platform. A discussion was initiated on forming a potential committee to refine these processes.
 - o Teaching Effectiveness: The policy committee is on target for the June 15 deadline. Options were proposed for adding the teaching portfolio to the handbook, and inquiries were made regarding the workflow for making changes in Watermark.
5. National Survey for Student Engagement (Julie Estis)
 - o Reported on response rates to date and asked for ideas from colleges and departments on ways to promote survey engagement.
6. Gray & Associates (Harold Pardue)
 - o Provided an update on Gray & Associates and proposed discontinuing its usage.
7. Annual Reports (Andi Kent)
 - o Provided an update on Annual Reports, which are due May 15th.
 - o Dr. Estis will reach out to everyone to work on how "goals" should be submitted and will send out last year's report to everyone for reference.
8. Other
 - o None.

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9. FS 1030: Response Received from Faculty Senate (Julie Estis)
 - o The distributed response received from the Faculty Senate will be reviewed by the deans and brought back to the next CAD meeting on April 8.
10. FS 1031: Procedure for an Efficient Policy Exchange (Julie Estis)
 - o This item will be circulated for feedback and for a vote via email.
11. Tenure and Promotion / Annual Evaluation Working Groups (Julie Estis)

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- Tenure & Promotion and Annual Evaluation working group appointments will go out in the next week.
- 12. Grant Productivity & Incentives (Susan Gordon-Hickey)
 - Dr. Gordon-Hickey is working to establish an incentive plan for faculty within the college and requested feedback from deans on how other colleges handle it.
 - Dr. Kent has met with Allen Parrish in ORED to produce a model for colleges to use. Dr. James is working on a draft document to distribute to deans for feedback.
- 13. Emeritus (Charlie Guest)
 - Presented the Emeritus document for deans to review and provide feedback before the next meeting. Corrections should be sent directly to Charlie Guest.
- 14. Other
 - Dr. Gordon-Hickey announced approval from ACHE to offer an interdisciplinary MPH in the fall and would like to leverage existing coursework to get the program started.

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April 8, 2026

CAD Present: Andi Kent, Andrzej Wierzbicki (A&S), Lorene Flanders (LIB), Heather Hall (NURS), Susan Gordon-Hickey (CAHP), Michael Capella (MCOB), Todd Andel (SOC), Rick Carter (GLOBAL), Harold Pardue (GRAD), Angela Barlow (CEPS), Doug Marshall (HONORS), Franklin Trimm (COM), Darryl James (ENG)

CAL Present: Charlie Guest, Nicole Carr, Julie Estis, Anjie Davis, S. Raj Chaudhury

Guests Present: Ashley Suggs, Amy Clay, Emily Wilson, Christina Wassenaar, Patrick Shaw, Beth Shepard

Council of Academic Leaders

1. Approval of Minutes
 - o Minutes of the March 25, 2026, meeting were approved as written.
2. Gen Ed Course Proposal Form (Julie Estis & Beth Shepard)
 - o A formalized proposal for including courses in the General Education program was presented.
 - o Following a discussion on best practices and suggestions for improvements, the proposal will be sent back to Beth Shepard for further refinement.
 - o The item will be brought back to the CAD for a vote at a future meeting.
3. W Course Proposal Checklist (Julie Estis & Patrick Shaw)
 - o The committee developed and reviewed criteria for writing-intensive ("W") courses.
 - o While some criteria remained the same, Patrick Shaw reviewed changes, including new proposed language.
 - o Deans were asked to review current "W" courses with their faculty to ensure they meet the new criteria.
 - o This item will be brought back to a future CAD meeting for further discussion.
4. Other (Andi Kent)
 - o Searches: Interviews for the Graduate School Dean began yesterday, and interviews for the AVPAA are scheduled to start soon.
 - o Commencement: Spring Commencement is scheduled for May 8th with two ceremonies; President Bonner will serve as the speaker.

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5. FS 1030: Discuss Response Received from Faculty Senate (Julie Estis)
 - o The deans reviewed changes proposed to the bill by the Faculty Senate.
 - o A motion to deny the proposed changes was made and passed by a unanimous vote.
 - o FS 1030 will be returned to the Faculty Senate as denied, with a recommendation to refer it to the AAPC.
6. FS 1031: Procedure for an Effective Exchange of Policy (Julie Estis)
 - o The CAD proposed changes to this item was passed unanimously via a prior email vote.
 - o The policy will be uploaded to DocRoute and returned to Faculty Senate for their review.

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7. Emeritus Policy (Charlie Guest)
 - A motion to approve the policy was made by Andrzej Wierzbicki and seconded by Darryl James.
 - The motion passed by a unanimous vote and will move to the DOC Route for final review.
8. Other
 - Graduate Recruiting: A need for faculty assistance in recruiting graduate students was noted.