**Augustana College Rock Island, IL**

**AGENDA**

**Deans’ Meeting with Division, Department & Program Chairs**

**Thursday, December 6, 2018**

**Meeting from 5:00-6:00 PM**

**Wilson Center**

1) Call to Order: Wendy Hilton-Morrow

2) Semester Transition Coordinators: Gillian Lederman & Jayne Rose

3) Faculty Council: Umme

4) Faculty Welfare: Two Proposals for faculty vote:

5) AIC Report: 5-year assessment plans are due Friday, February 8. These plans will help give

 direction to your annual departmental assessments. Please check the Departmental

 Assessment Team Drive on Google to make sure that your department/program has

 submitted the following documents (2017-18 Assessment Report, Semester Transition

 Assessment Summary, Semester Curriculum Map). Contact your assessment liaison and/or

 Tim Muir with any questions about those.

6) Career Development: Laura Kestner-Ricketts

7) Liesl Fowler and Kristin Douglas

 Reminder of incomplete grading policy and trends in M and I grades. Policy appears here:

**Incomplete Grades** are appropriate for a student with an **emergency situation**. Instructors are discouraged from awarding incompletes for student convenience or because a student simply got behind with their work. The Dean of Students can assist in validating documentation for family emergencies or medical situations. If a situation ***requires*** giving an incomplete, please submit the "I"grade electronically and follow up with an email to the student outlining the details and deadlines of the incomplete work (*please copy the Registrar on that communication*.) Instructors must finalize the grade in the Grade Change Request System in Arches for every "I" grade on their roster once the final grade is determined. Students may submit work to the instructor up to 30-days after the final exam period unless a shorter period is assigned by the faculty member. A final grade is due from instructors one week later. Unresolved incomplete grades will be changed to a final grade of “F” after 40 days. Students may not graduate with an incomplete (I) grade on their record. Please see the [Academic Calendar](https://www.augustana.edu/academics/calendars) for exact deadlines each term.

8) Liesl Fowler (informational)

1. Course Master deadline is Friday, December 14 at 4:30 p.m.

9) Kristin Douglas

1. Semester course equates (see handout)
2. Report: Spring Term Departmental Open Houses

 If your department typically hosts an open house aimed toward first-year students early in

 Spring term, please email the date and time of your event to keribass@augustana.edu by

 January 7, 2019. The Office of Advising in CORE will compile the list of open houses and

 distribute it to first-year students and first-year advisors prior to the beginning of Spring term.

 Students must submit their signed Major Declaration Forms by March 29, 2019 to be processed

 prior to Fall Registration.

C. Report: New Advisor for Non-Profit Leadership Development Experiential Minor

Jennifer Palar (Business Department) is the new advisor for the Non-Profit Leadership

Development Experiential Minor. If you know of students who would like to declare the

minor, please refer them to Jennifer.

10) Mike Egan

1. For Discussion: Program Reviews (See [Current Guidelines](https://drive.google.com/file/d/1mJkN3YBdpOc0yiN95TRivrRMmIrbhSrU/view) and [Program Review Schedule](https://drive.google.com/file/d/1TzunTK8mzz11Mm-IkScL8IWfczuRZJEE/view))
2. For Discussion: Friday Conversation Schedule under semesters (See [Scheduling Considerations](https://docs.google.com/document/d/1bJ-FiES_5zpqghfssVr_Mc5ke4KrLyTPTdfdgj5HqUA/edit))

10) Wendy Hilton-Morrow

Mark your calendar: March 14, 2019 meeting changed to March 7, 2019

For Discussion: Post Baccalaureate Receptions

**A note regarding the Academic Affairs Office**
Sherry Docherty is out of the office from now until January 10, 2019. Please direct requests for meetings with Wendy to Bettinna Bolger (bettinnabolger@augustana.edu). Pam Karzin is handling the faculty search process in Sherry’s absence. Please direct search related communications to Pam (pamelakarzin@augustana.edu).