

Council of Associate Deans (CAD) Minutes
January 6, 2015
226 Tigert

Present: Tammy Aagard, Joel Brendemuhl, Peggy Carr, Linda Haddad, Stephanie Hanson, Chris Janelle, Angela Lindner, Bernard Mair, David Pharies, Brian Ray, Ed Schaefer, Joe Spillane, Jen Day Shaw, Andy Wehle, and Michael Weigold

Absent: Amy Blue, Dan Connaughton, Tom Dana, Nancy Waldron, Al Wysocki, and Marie Zeglen

Guests: Ron Anderson, Frank Barone, and Kim Pace

The meeting was called to order by Bernard Mair at 1:33 p.m.

1. Textbook Adoption – Kim Pace and Frank Barone

Textbook adoption occurs twice a year and is state required. Departments need to be in compliance for undergraduate courses. Departments not in compliance, meaning departments are under 90% submitted, will receive an email notifications and may also be fined \$10 per section for those courses with no textbooks listed. In terms of Pace's assessment, she only looks at the non-professional schools' undergraduate courses. The adoption deadline always coincides with registration so undergraduate students can assess the costs associated with a course prior to registration. The next adoption period will be in March for Summer and Fall 2015 adoption. The website should be user friendly. If the site is not clear or working properly, contact Barone. If a course does not have a textbook, there is an option to indicate no textbook so the department will not be penalized. Courses that will never have a textbook can also be permanently marked as no textbook. Associate deans who would like to be copied on the emails being sent to their delinquent departments should contact Pace.

2. Transcript GPA – Ron Anderson

Anderson explained the background of this discussion. A student applied for a position within the Department of Defense (DOD), which requires a 3.0 GPA or higher to be considered for a position. The student's UF GPA is 2.97, but he was a transfer student with a good GPA from the state college. If UF was to comingle the transcripts, the student would have a GPA higher than a 3.0. The student wanted to know why UF does not use a combined GPA. Other institutions, such as FSU, comingle GPAs on its transcript to show a pure FSU GPA, a pure transfer GPA, and a combined GPA. Anderson explained to the student that UF accepts courses from other institutions. Since UF cannot determine the rigor of the course taught at other colleges, UF does not average in the grade. Anderson spoke to Steve Pritz who wanted to see what the other AAU are doing and directed him to speak with Mair. Anderson is not advocating either way, but would like feedback from the council.

Feedback:

- Concerned with third party reporting.
- Which institutions would be included – all other institutions, other state institutions, international institutions, institutions that do not have 4.0 GPAs, will it be only for credits UF accepts?

- Which courses would be included in the computation - only those courses accepted with a C or better grade, all courses regardless of whether UF accepts them or not.
- Would we be disadvantaging 4-year UF students by emphasizing the higher combined GPA since UF courses are presumably more challenging than community college courses?
- Having different kinds of GPA's may be helpful in evaluating a student's situation.
- We do not need to have the computation done for all students just to accommodate requests from this particular agency. In the case of the DOD, a letter stating the additional GPA information would be the best way to handle this situation.

Mair asked the council to provide any additional feedback directly to himself or Anderson.

3. Minutes from the December 5th Council of Associate Deans' Meeting

The minutes from the December meeting were approved after updates and discussions.

- The revised Dean's List policy has been approved by the UCC and will go before the Faculty Senate.
- The Transition Admission Program's (TAP) new name is Pathway to Campus Enrollment (PaCE). Aagard is open to discussing its outline at a future CAD meeting.
- Aagard will send samples of the student admissions letters to help colleges' better advise students. It would be useful to see the wording of IA letters and HS/AA denial letters.
- Grand Challenges – The courses that have been developed will be part of the program. There is still a possibility that a course or two will be added.

4. Common Prerequisites: Regulation and Discipline Committee – Bernard Mair

- Discipline Committee – The discipline committee is responsible for determining any revisions to the common prerequisite manual or the major for which the member is assigned. The request for revision from a university or 4-year college that would like to change the common prerequisites for that major are initiated via email from BOG. Ray is a co-chair for his committee and his recent activity has been from the state colleges who started 4-year programs asking for their programs to now be included in the manual.

Revisions to the membership list should be sent to Mair.

- Regulation - The common prerequisite courses are different from our critical tracking courses. However, for every degree program, the program has to be constructed so that transfers who come in with the common prerequisites are allowed without prejudice to complete the degree program in four years. There must be space in the upper division that will enable transfer students to complete the program during the same time as native UF students.

According to BOG, there can be no GPA requirement in our critical tracking. However, we can require grades in individual courses for admission to upper division even in a non-limited access program. Limited access means you have the ability to limit the number of students who come into your program in the upper division. All other programs that are not limited access, as long as the critical tracking requirements met, students can move into the program. Transfer students who satisfy the common prerequisites automatically

qualify for admission into the program. With limited access, there may be other conditions over and above the common prerequisites.

As degree programs are revised be aware of the need to accommodate transfer students who meet the common prerequisites. Do not indicate that students need anything above the common prerequisites to be considered for the program. Colleges can indicate the standards that will provide students with a competitive advantage in admission.

5. General Education Update

There are about six colleges with departments who have not submitted their general education 8-semester plans. Toby Shorey will notify those colleges.

6. Other Items

- A master's student from the Dominican Republic passed away over the holidays. The student's church will hold a service for her.
- The food pantry is expected to open in March. It will serve faculty, staff and students who have food sustainability issues. The pantry will contain fresh, frozen, and canned food; as well as shampoo, soap, and diapers.
- The lending closet will help students who cannot afford professional clothes for interviews.
- Construction/renovation – Two resident halls – Cypress Hall and Infinity Hall – will open in Fall 2015. The Reitz Union is expected to be open in December. Newell Hall should be done in January 2017.
- The 2015 Common Reading Program book is Double Take by Kevin Connelly. Instead of a book unveiling, there will be a Skype session with the author at 5:30pm on January 13th in Smathers Library East.
- Convocation will be held in the Stadium at night.
- Journalism is starting an auxiliary non-profit advertising agency, which will provide an immersion experience for public relations and advertising majors. Students can participate for course credit, compensation, or volunteer in the agency. Weigold raised issues about volunteers. Shaw indicated there is a legal opinion on what needs to be a volunteer and what needs to be paid. Shaw will send Weigold her contact person's name.
- Classification of a program as professional versus non-professional. None of DCP's programs are considered professional by the university. It is believed that professional is not under the purview of the Graduate School. It is considered professional at the post baccalaureate level if the program does not provide training for research. A long time ago, the legislature defined the professional schools which were mostly the health science schools. If you were outside of that, you could not offer a professional degree and fell under the graduate school.
- UF Online One Stop Center is having a launch party this Friday from 2-3pm in the Friends of Music for people to come out and meet the staff

Meeting adjourned 2:55p.m.