



**Dean s Administrative Council**  
**Minutes of Meeting**  
**March 21, 2016 at 9:30 a.m.**  
**Dean s Conference Room (3619)**

**Members Present:** Dr. Andrea Kent, Dean;

**d. Advisory Board**

Dr. Kent noted that the Advisory Board had a kickoff dinner last Thursday, March 17<sup>th</sup>. Attendance was great which included: President

business day prior to the sponsor deadline. Submissions received less than a full business day prior to sponsor deadline will not be submitted. Dr. Green noted we will need it at least 3 days before that deadline to process on our end.

**7. Faculty and Staff Authored Textbook Policy (AK):**

Dr. Kent provided a handout titled “Faculty and Staff Authored Textbook Policy”. She noted that they are revising pieces of the handbook effective 3/1/16. She advised that if a faculty authors a text book there needs to be a committee to review. Documentation will need to be completed to show; a simple memo to Dr. Kent should suffice.

**8. Honor’s College (AK):**

Dr. Kent provided a handout titled “Proposal for Creation of Honors College at USA” dated 3/8/16. Currently, USA offers one Honors program (Whiddon Scholars) which serves approximately 45-60 students. The Board of Trustee has asked Academic Affairs to look into having an Honor’s College to help us compete with other colleges in the state. There was discussion regarding a track specifically for the College of Education. A subcommittee will be put together from the COE to come up with a proposal to submit for a track for the COE.

**9. Provost Faculty Fellows Program (AK):**

Dr. Kent provided a handout titled “Provost Faculty Fellows Program 2016-2017” and reference the email sent out from Dr. Johnson. This is a new program being implemented by the President. It provides faculty members the opportunity to learn more about the overall work of the University across units; develop leadership and administrative skills;

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