Members Present:

<table>
<thead>
<tr>
<th>Frank Einhellig</th>
<th>Chris Craig</th>
<th>Guest:</th>
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<tr>
<td>Rachelle Darabi – absent</td>
<td>Joye Norris</td>
<td>Jeff Morrissey</td>
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<td>Gloria Galanes</td>
<td>Stephanie Bryant</td>
<td>Rob Hornberger</td>
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<tr>
<td>David Hough</td>
<td>Helen Reid</td>
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<tr>
<td>Victor Matthews</td>
<td>Tamara Jahnke</td>
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<tr>
<td>Thomas Peters</td>
<td>Chris Herr</td>
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<tr>
<td>Don Simpson</td>
<td>Kathy Coy</td>
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<td>Greg Rainwater</td>
<td>Kent Ragan</td>
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<td>Ryan Giedd</td>
<td>Tom Tomasi</td>
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Announcements

1) Holiday Decoration Policy (handout)
   On Admin council agenda – this is the policy that the University follows.

2) OTC Joint meeting December 3, Bond Learning Center

3) Board of Governors
   a) Executive Committee (Nov. 29)
   b) Board of Governors meeting – with new format (Dec. 14, 9:00am)

4) Guidelines for One-Time Funding Requests
   The President will put in $250,000 and the Provost is putting in $250,000 with some type of match from the Deans offices. The Provost will be sending out guidelines soon. Enrollment will be considered but not the only thing that decisions will be made on. The Academic Affairs Budget committee will weigh in on the decisions.

5) Guidelines for BOG Public Affairs Awards
   Guidelines have been approved with the changes after the last board meeting. Generic policy to be approved at the Executive BOG meeting on Nov. 29. Start soliciting nominations now. Guidelines will be sent as an e-blast from the Provost’s Office.

Discussion Items

1) Guest: Jeff Morrissey re: Use of DUSS staff
   Jeff Morrissey talked about the User Support services model. It is a federal model that is central to the university and is more than just distributed support. Central support concentrates on infrastructure and info security among other things. In the long-range plan for the IT council, converting Level II classrooms to Level III classrooms. Going to survey the campus in regards to Level II and Level III class rooms. The group doing the survey is talking to the different DUSS’s to get their opinion in regards to needs and how to implement. The computer services folks are working with the DUSS’s to get to a harmonic working relationship and maximize the working relationship.

2) Guest: Rob Hornberger with Don Simpson re: SGA Course Syllabi project
   SGA is interested in a central database to have syllabi housed in so that students can look up the syllabi prior to registration on what the class is, how the professor grades, what the grade is based
on. Hoping to help lower the chances of a student registering for a class only to drop it after attending class to find out what the grades are based on. Allow students to register for a class more suited to their individual learning style. Professors would not be forced to follow the posted syllabi.

3) Enrollment Updates (Don)
   a) OTC Transfer Data
   b) Spring Enrollment perspective
      Will have the first comparison for Spring 2013 on Nov. 29. Will distribute to the Dean’s.
      Periodicity and Modality demonstration coming up in the next two weeks. Going to demonstrate department user format and what it looks like to students.

4) Academic Calendar feedback (Chris)
   Dates are aligned with SPS and OTC for spring break. Has now had buy-in from all groups and ready to Admin council. Will go to BOG in February. Will have on Administrative Council agenda for Monday, Dec. 3.

5) Administrator Evaluation timeline (Chris)
   Members were given a timeline to administrator evaluation for review.

6) Faculty Leave Policy (Chris)
   Chris will be looking at benchmark university’s and draft a better medical leave policy for faculty. Will line out what steps will be taken depending on length of medical leave and when they will be taken.

7) Student Technology Requirement Policy questions
   Admin Council will have some discussion on Dec. 3 in regards to report from committee. There will be an attempt on writing a policy, but nothing will be done on Monday but discussion. SGA is putting forth a resolution in regards to things they want and what they don’t want in the policy. Students want that is there is a technology requirement for a class, that there be loaner devices made available. Amount to be determined.

8) Admin Council Updates
   Minimum wage is going up first of the year. Will be paid out of cost center. Will only effect those that are making minimum wage. Those above do not get the adjustment. $7.35/hour
   Once a quarter (March 25) any new academic ideas that need to go to admin council will need to bubble up from ALC. Actively looking for big ideas and how to improve best practices. Not all about spending money, maybe not what gets started, but maybe what do we quit doing, or how to we do it better.