

Academic Affairs Deans' Meeting
Minutes
September 18, 2017
9:00 a.m. – 9:30 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Jeff Stewart (Provost and Vice President of Academic Affairs)
Dr. Eileen DeLuca (Associate Vice President Academic Affairs)
Dr. Marie Collins (Dean, School of Health Professions)
Dr. Martin McClinton (Dean, Pure and Applied Sciences)
Dr. Larry Miller (Dean, School of Education)
Dr. Deborah Teed (Dean, Arts, Humanities & Social Sciences)
Dr. Deborah Selman (Interim Associate Dean, Nursing Programs)

Absent: Dr. Tom Rath (Interim Dean, School of Business and Technology)

Others: Jill De Valk (Program Support Specialist)
Barbara Miley (Coordinator, Accountability)

1. Drop Deadline
 - a. Hurricane related drops with refunds through October 13
 - b. Advisors will work with students to encourage them to complete the term
 - c. Process will be the same using form on Registrar's website; form has been updated to include advisor's signature
 - d. Jason Dudley and Garnett Salmon will work together to create a report that will be sent daily to Justin Long (Housing) and Judy Pultro (Auxiliary Services) for meal plans
2. Withdrawal Deadline
 - a. Process will remain the same
 - b. Process for faculty up for continuing contract is being incorporated
 - c. Mini-A Term will be extended to September 27 (extension from September 20)
3. How to Convey this Information to Students
 - a. Advisors and Financial Aid
 - b. Faculty should refer students to their assigned advisor
4. System of Withdrawal
 - a. Advisor signs updated form
 - b. Faculty signs form
 - c. Registrar signs and sends notification
5. Process to Request Additional Financial Aid
 - a. Financial Aid will communicate with students for additional school related aid
 - b. FSW Cares funds will be available for students with extreme circumstances

6. Process to Move Into the Residence Hall if Space is Available
 - a. Justin Long will develop a communication plan
7. Moving out of Housing
 - a. Based on withdrawing from the College
 - b. Prorated refund for fall semester; no spring semester contract unless students are returning
 - c. Meal Plans: prorated refunds if withdrawing from College
 - d. Justin Long and Judy Pultro will receive a daily report of students who have been granted a withdrawal based on hurricane related impact
8. Full Term and Mini-B Term
 - a. December 2-8 is now designated for additional instructional time
 - b. Faculty need to determine plans for final assessments during regularly scheduled class meeting times
 - c. Extended exam time needs to be handled on an individual basis through the department chairs and academic deans
 - d. Final grades are due by NOON on December 12, 2017
9. Mini-A Term Extension
 - a. Last day to withdraw from Mini-A classes is September 27
 - b. Last day for Mini-A classes is October 16
 - c. Final exams for Mini-A classes should be given by October 16
 - d. Final grades are due for Mini-A classes by NOON on October 18
 - e. Pre-requisite checks for Mini-B Term will be processed by the registrar no later than October 26, which is also when attendance verification is due
10. Last Day to Replace "I" Grade from the Previous Semester
 - a. Extended from September 18 to September 25
11. Other
 - a. Dr. Stewart will follow-up on when contact information regarding post-hurricane relief, resources, counseling etc. will be sent to students
 - b. Consistent communication with everyone is important
 - c. Faculty portfolio submission timeline will be adjusted and Dr. De Luca will send to the deans

The meeting adjourned at 9:30 a.m.