



Academic Council Executive Committee

Date: September 14, 2006

Members Present: Dr. Richard Callan (Vice Chairman), Dr. Martha Tingen (Vice Chairman-Elect), Dr. Vincent Robinson (Past Vice Chairman), Dr. Pam Cook (Secretary-Treasurer), Mr. Bill Andrews (Chair, Faculty Governance), Dr. Barbara Kiernan (Chair, Scholarship & Standards), Dr. Deborah Lewis, (Chair, Strategies & Responsibilities), Dr. Brenda Cobb (Graduate Studies Representative), Dr. Jeanette Andrews (Nursing Representative), Ms. Darra Ballance (Library Representative), Dr. John Blalock (Dentistry Representative)

Members Excused: Dr. Daniel Rahn (Ex-Officio Chairman, President), D. Barry Goldstein (Ex-Officio, Provost), Dr. Paule Barbeau (Medicine Representative), Dr. Dave Hill (Parliamentarian)

Guest: Dr. Mike Miller, Vice President, Enrollment and Student Services

Topic	Discussion	Action Needed	Person Responsible/ Timeline
Call to Order	Dr. Callan called the meeting to order at 9:07 AM	None	N/A
Approval of Minutes	Minutes from the Executive Committee retreat on August 10, 2006 were reviewed.	Minutes approved as written	N/A
Presentation	<p>Dr. Callan introduced Dr. Mike Miller, Vice President of Enrollment and Student Services. Dr. Miller presented an overview of the departments and their functions and responsibilities.</p> <p>Office of the Vice President ~ Chief Student Affairs Officer and Chief Enrollment Officer ~ Oversee operations of Administrative Units -- Academic Admissions, Registrar, Student Affairs, Student Financial Aid, Student Health Service, Wellness Center ~ Ensure compliance with regulations, fees ~ Oversee Campus Review Body ~ Mission is to reduce the burden of administration on the faculty and students so that they may accomplish the mission of MCG which is to improve health and reduce the burden of illness of society.</p>	None	N/A

	<p>Page 2 -- Academic Council Executive Committee 9/14/06</p> <p>Academic Admissions ~ Utilizes a service bureau model ~ Role is to support the schools and admission committees</p> <p>Office of the Registrar ~ Rita Garner, Registrar ~ Primary functional home of student information systems ~ Maintain permanent and current academic records ~ Academic regulations and calendars ~ Oversee reporting, i.e. curriculum inventory</p> <p>Student Affairs ~ <i>Thomas J. Fitts</i>, Director of Housing ~ <i>Zameer A. Sheikh, JD</i>, Campus Life Student Activities ~ <i>Beverly Y. Tarver</i>, Director of Student Diversity ~ Provide campus wide services, student housing, diversity, disability, student issues ~ Plan and oversee Family Day, Graduation</p> <p>~ Student Financial Aid ~ New Director, <i>Dr. Beverly Boggs</i> ~ Oversee student financial aid, loans, Hope, scholarships, Title IV compliance</p> <p>Student Health Services ~ Deal with concerns of the students ~ Oversee immunization requirements, student health insurance ~ Provide clinical services</p> <p>Wellness Center ~ <i>Dale Hartenburg</i>, Director ~ Campus facility for students and non-student members ~ Multi-use facility ~ Offers intramural programs, fitness center</p> <p>SUCCESS Project Office ~ Project manager, project assistant and project team ~ Implementing the SunGard SCT Banner student and financial aid systems ~ Version 6 up now, version 7 to go live July 2007 ~ Goal is to move to a paperless system</p>		
<p>New Faculty Orientation</p>	<p>Dr. Tingen suggested new faculty orientation begin again in an abbreviated format possibly lasting an hour including lunch and presentations from key offices on campus.</p>	<p>To be planned and organized</p>	<p>~ Academic Executive Officers ~ Update 10/5/06</p>

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School of Medicine Representatives	Concern verbalized on continued lack of School of Medicine representation on Academic Council and Executive Committee. Dr. Callan and Dr. Robinson met with SOM Faculty Senate President, Dr. Jay Pillai.	Representatives to attend the next meeting.	~ Dr. Callan and Dr. Robinson ~ 10/5/06
Next Meeting	An additional Executive Committee meeting was scheduled for September 21, 2006, immediately following the Academic Council meeting.	Location and food to be arranged.	~ Annette Waters & Dr. Callan ~ Email to EC members by 9/18/06
Meeting Adjourned	The meeting was adjourned at 12:55 p.m.	None	N/A

Respectfully Submitted,

Pam Cook, DNP, RN
Secretary-Treasurer, Academic Council
Assistant Dean, School of Nursing