Present:  Dr. Richard Eglsaer  Dr. Jerry Bruce  Dr. Michael Lacourse  
Dr. Mitchell Muehsam  Dr. John Pascarella  Dr. Ron Shields  
Dr. Kandi Tayebi  Dr. Gene Young  
Guest:  Dr. Holly Miller  

Minutes  

1. Approval of Minutes for Council of Academic Dean meeting for September 11, 2013  

2. Board Motion – The Provost asked Dean Pascarella to inform CAD about the name and program change request  
   a. Requesting a name and program change from Industrial Technology to Engineering Technology  

3. Piper Professor: Under current Piper Professor guidelines, each institution may submit one nomination. Eight nominations were sent to CAD for review. CAD conducted an in-depth discussion about each nomination. After serious consideration for each candidate, CAD agreed on Jim Bexley for this year’s nomination.  

4. Soft Drops – The office of the registrar would like to put in place a “soft drop” process. This process will notify the students their schedules are dropped due to lack of payment – but behind the scenes the schedule is not actually dropped. There will be a grace period in there for the students to have time to pay their balance without having to go through the process of adding their schedule back. CAD suggested this soft drop will have students still running around to professors, chairs, deans to try and get back into classes (even though technically behind the scenes they will not be dropped). CAD suggest sending an email to student’s notifying them their schedule will be dropped if payment is not paid by ‘X’ date and hold them to this date. CAD suggested not being up front with the student will only cause more trouble down the line. Dr. Eglsaer provided a handout from the Office of the Registrar discussing the requested process. CAD is asked to take the handout to assistant/associate deans and chairs to get feedback. Bring this topic back to CAD. After further review CAD will invite members from the Office of the Registrar to discuss this process.  
   a. A topic that needs to be brought back up is outstanding parking tickets – would like the student schedule to be not effected by non-payment to parking tickets. Concerns of having Bursars and Financial Aid office available for the students at these drop dates. Suggestion: give a link in the notification email that are sent that gives students steps on how to handle  

5. Miscellaneous  
   a. Eureca – Tammy Cook is creating more undergraduate research to the University. She will be asked to join a future CAD meeting to give an overview of the center.
b. Update for new members of CAD: Board motions will go through Graduate Studies office first. Any curriculum changes will go through GS office first.

c. CAD Strategic Planning Retreat: Scheduled for October 23rd 8:30-1:00 (location to be decided)

d. Graduation Dates for December 2013 ceremony: CAD approved the proposed schedule:
   Friday, 7:00 pm – COE, COHS, FAMC,
   Saturday, 9:30 am – COBA, COS
   Saturday, 2:30 pm – CHSS, COCJ

Julie Schwab
Recorder