**DAVIS COLLEGE ADMINISTRATIVE COUNCIL**

**STRATEGIC MEETING**

**October 10, 2022**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Robert Cox, (Interim Assoc. Dean), Laci Hardman, Norman Martin, Dr. Phil Johnson, Dr Scott Burris, Dr. Chance Brooks (Interim Chair), Prof. Leehu Loon, Dr. Warren Conway and Dr. Glen Ritchie

1. Dr. Jyotsna Sharma and Sandra Addo joined the meeting representing the DE&I Committee. They shared with the Administrative Council a draft document of recommendations from the committee. Department Chairs need to review the document and get any feedback they might have to Dr. Sharma and Sandra by Friday, October 28th so they can take comments back to the DE&I Committee.
2. Dr. Cox went over the current absent/excuse letters that are being sent out on behalf of students to the faculty when they are absent for activities. There are two different levels of excuse letters:

Tier 1: Tier 1 is excused;

Tier 2: Tier 2 leaves the faculty member to decide as to whether they want to make accommodations for the student that is absent.

Faculty and staff need to understand the difference in these two letters - staff so they know which letters are to be sent, and faculty so they know what the letter means. We also need to have a deadline for these letters to reach the faculty member before the student is absent. Dr. Cox said we need to continue to work with the departments to clarify these letters so they can distinguish between the two.

1. Dr. Akers brought up the Research Incentive Awards for Dr. Bratcher, as she was out of town. Dr. Bratcher is wondering if we need to revise the guidelines for these awards as more and more are reaching the current set level, as are the same people each year. Discussion ensued, and most thought we should leave the current level the same for first time recipients but increase the level for prior winners to receive the award again. Dr. Bratcher will look at numbers/calculations as to what this should look like. She will look at setting certain levels, or possibly a percentage on increase of return.