Date: Wednesday, August 2, 2017   Time: 2:00 p.m.
Location: Administration Boardroom

Members and Staff Representatives present:
Ronna Vanderslice, Vice President for Academic Affairs
Sylvia Burgess, Associate Vice President for Academic Affairs
Marge Kingsley, Assistant Vice President for Academic Affairs
Lisa Huffman, Dean, School of Graduate and Professional Studies
Howard Kuchta, Interim Dean, School of Graduate and Professional Studies
Von Underwood, Dean, School of Arts and Sciences
Susan Camp, Director, CU-Duncan
Kelly McClure, Director, Information Technology Services
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Linda Phillips, Registrar
Mandy Husak, Academic Affairs Coordinator
Vinetta Buchanan, Academic Affairs Specialist

Agenda and Notes

❖ Approval of AAC Minutes – July 5, 2017 Meeting (Handout) – The minutes were approved as presented.

❖ Discussion Items:

1. VPAA Vanderslice welcomed back Dr. Howard Kuchta who will serve as Interim Dean for the School of Graduate and Professional Studies.

2. VPAA Vanderslice provided some reminders from the Chair Development sessions last year. The theme for the year was reducing barriers – things that prevent students from being able to complete their degree program with us. A few of the barriers discussed were:
   a. Where students should go for advising – Students should go to the departments when they have cleared remediation or when they have been with us a few semesters (so that transfer work is taken care of, etc.). If students come to you and need to go to another department, please call ahead first to make sure you are sending them to the right place.
   b. Enrollment process and pre-requisite issues – We made some progress with our pre-requisites this past year.
   c. Barriers for transfer students
   d. Financial Aid
   e. Textbooks – Ensure that textbooks that will not be used in a course are not listed as required.

   VPAA Vanderslice asked the Deans to discuss barriers at their meetings and ensure we implemented ideas discussed at meetings this year.

3. Our Information Technology Services (ITS) Department needs to be involved in every technology purchase across campus. Don't approve POs for software or hardware without talking to Kelly McClure first. He will know if we need to budget for assistance in implementation or if ITS can manage it. He may also be able to get you a better deal on equipment or licenses.

4. In May our HLC Persistence Academy Consultant, Mike Wilds, visited campus and met with various groups. We received his report summarizing the visit. Strengths that were noted include:
   a. University-wide knowledge and involvement in our initiatives, for example, the first four weeks project
   b. The data book that included psycho-social characteristics on our students
   c. Co-requisite instruction

d. Remediation boot camp – fast-track program
e. Freshman-only classes with peer mentors in the fall semester

5. The Adjunct Faculty Workshops will be changed slightly this year. There will be sessions before the event for new adjuncts. Some of our experienced adjuncts will lead small group sessions during the workshop. An online version will also be in place for those who cannot attend and they will be expected to participate in one of the trainings.

6. VPAA Vanderslice provided a syllabus template for discussion and feedback. Please review and provide any comments you have. This will not be implemented in the fall.

7. The Academic Plan deadline was much earlier this year. VPAA Vanderslice thanked the group for the information they provided to put the plan together. The document is available on the W drive but should not be shared in its entirety.

8. Kelly McClure provided an ITS Update. Faculty computers will be ready to go by August 14. New faculty will be ready first followed by computers outside their useful life range. The new Dub labs mobile application will be a one stop place for students. More updates will be provided as the implementation progresses.

9. Linda Phillips shared information on the attendance-taking pilot. We will track student attendance the first week of class. Instead of the Early Alert email that is sent out at the beginning of the semester, an email will be sent to faculty about attendance tracking. We will use the mid-term grading mechanism which will be available on August 25. Faculty will be required to enter either P for those students Present or NP for those not in attendance. Attendance grades need to be submitted by 5:00pm on August 30. Chairs and Deans will be able to monitor entries. AVP Kingsley's office will send targeted Early Alert emails out to faculty. VPAA Vanderslice expressed her appreciation to Linda and to ITS for working on this new process.

10. The four year update to Plan 2018 is available on the W drive. If you have edits, please send them to Dr. Oty.

11. Dr. Oty provided an enrollment update.

12. Dr. Oty led a discussion on HLC 3.A.

3.A. The institution's degree programs are appropriate to higher education.
1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

❖ The meeting adjourned at 3:25 pm.