

Academic Affairs Council

Date: Wednesday, August 2, 2017

Time: 2:00 p.m.

Location: Administration Boardroom

❖ Approval of Academic Affairs Council Minutes – July 5, 2017 Meeting (pages 1-2)

❖ Discussion Items:

1. Welcome back, Dr. Kuchta
2. Reminders from last year's Chair Development sessions—removing barriers
3. ITS involvement in software, computers, etc
4. Persistence & Completion Academy 3rd Year Call follow-up
5. Adjunct faculty meeting
6. Request for feedback on Syllabus format (pages 3-5)
7. Academic Plan 2017-18 (located on W-drive)
8. ITS Update—computer labs and mobile app—Kelly McClure
9. Attendance-taking pilot—Linda Phillips
10. Four year update to Plan 2018—Dr. Oty (located on the W-drive)
11. Enrollment Updates—Dr. Oty (Handout)
12. HLC 3.A.—Dr. Oty.
 - 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).

❖ Reminders/ Informational items:

- Please begin submitting your weekly updates again to Brandy by Thursday at noon each week beginning August 10th.
- New Faculty Orientation—have offices ready for faculty---make sure they have a computer, their name on the door and that keys are ready.
- Fall General Faculty and Staff Meeting will be held on August 14 at 8:30 a.m. in the McCasland Ballroom, MCC.
- Back to School Meetings:
 - August 15 – School of Graduate and Professional Studies, 10:30 a.m. in the MCC Ballroom
 - August 15 – Office of Extended Learning, 11:00 a.m. in the Ross Hall lobby adjacent to Suite 122

- Endowed lectureship award letters will go out to faculty through their Dean on August 18.
- Final Endowed Lectureship Project Reports and Donor Letters for 2016-2017 projects are due **Friday, September 5, 2017**. After your review, please have faculty submit a copy of the report to the Office of the VPAA and the letter electronically to Vinetta. Please review the letters to be sure they represent your school well.
- Fall 2017 Student Information Sheet and Syllabus Attachment are available online at http://www.cameron.edu/academic_affairs. Please remember that all syllabi should include a listing of required and recommended course materials with the ISBN numbers. If a faculty member requires the purchase of an access code or other virtual instructional materials, then that should be listed clearly on the syllabus too.
- Please remember to follow the Fall and Spring FLAC process outlined in the Quick Reference Guide for Fall and Spring Semesters. If there are any changes made after the lock dates, please submit a new payroll action form as soon as possible. Failure to submit a corrected payroll action form may result in incorrect payments. FLAC dates are listed in the calendar below.
- Departments are invited to participate in the 2017 Welcome Back Block Party on Sunday, August 20 from 5:30pm – 7:30pm in the Bentley Gardens. This event is open to all students and the community. Participants will host a booth that will have an activity attached with it. If your department is interested in participating, please contact Nicole Ritter in the Office of Campus Life at nritter@cameron.edu.

❖ Important Dates:

- Academic Affairs Council – Wednesday, September 6, 2017 at 2:00 p.m. in the Administration Boardroom
- Council of Chairs – Thursday, August 17, 2017 at 2:00 p.m. in the IBC/RMA Executive Boardroom 204
- Regents Meeting Dates (for curriculum proposal purposes)

- The University of Oklahoma Board of Regents

<u>Board Meeting Dates</u>	<u>Topics Due</u>	<u>Drafts Due</u>	<u>Location</u>
September 13-14, 2017	July 19	August 2	Tulsa/Claremore
October 24-25, 2017	August 29	September 12	Lawton
December 5-6, 2017	October 10	October 24	Norman

- The Oklahoma State Regents for Higher Education
 - September 6-7, 2017
 - October 18-19, 2017
 - November 2, 2017
 - December 5-6, 2017
- August 10-11, 2017 – New Faculty Orientation
- August 14, 2017 – Lawton Adjunct Faculty Workshop
- August 15, 2017 – Duncan Adjunct Faculty Workshop
- August 14, 2017 – Faculty Offices Open
- August 17, 2017 – Intersession Ends
- August 21, 2017 – 16 week and 1st 8 week classes begin
- August 21, 2017 – Tuition/Fees due for 16 week and 1st 8 week classes
- August 25, 2017 – Last date to drop a 1st 8 week class w/o entry on transcript
- August 25, 2017 – Last date to drop a 1st 8 week class with a refund
- August 25, 2017 – Last date to enroll or add a 1st 8 week class
- August 28, 2017 – Last date to enroll or add a 16 week class
- August 31, 2017 – Adjunct lock date for 1st 8 weeks, 12 weeks, 16 weeks, August intersession and any section with an end date during the 1st 8 weeks (F8 and 16 position suffix) should be locked by the appropriate Dean/Supervisor. Any courses being taught as overload by a full-time faculty member should be designated as overload (OV position

suffix) in FLAC by the appropriate Chair. All adjunct and full-time faculty payroll action forms submitted to the Human Resources office by 5:00 p.m.

- September 1, 2017 – Last date to drop a 16 week class w/o entry on transcript
- September 1, 2017 – Last date to drop a 16 week class with a refund
- September 1, 2017 – Do not lock any 2nd 8 week courses prior to this date (S8 position suffix). Any 2nd 8 week courses locked prior to this date will be loaded with 1st 8 week and 16 week courses any will no longer be available to adjust in Aggie Access and may result in incorrect payments.
- September 4, 2017 – Labor Day Holiday
- September 11, 2017 – Deadline for the first input of the Spring 2018 enrollment schedule by 5 p.m. Once the draft is complete and approved by the Dean, email the schedule to Julie Kendall at jkendall@cameron.edu.
- September 18, 2017 – Mid-term grades for 1st 8 week classes posted by 4:00pm
- September 19, 2017 – 12 week classes begin
- September 19, 2017 – Tuition/Fees due for 12 week classes
- September 22, 2017 – CEP Meeting at UCO
- September 25, 2017 – Last date to enroll or add a 12 week class
- September 27, 2017 – Last date to drop a 12 week class w/o entry on transcript
- September 27, 2017 – Last date to drop a 12 week class with a refund
- September 28, 2017 – Academic Festival speaker, author/journalist **Charles Mann**
- September 30, 2017 – Penalty for late payment of tuition and fees for 16 week, 12 week and 1st 8 week classes
- October 2, 2017 – Last date to withdraw from a 1st 8 week class with an Automatic “W”
- October 6, 2017 – Convocation
- October 6, 2017 – Five Year Program Reviews due to VPAA
- October 9, 2017 – Last date to withdraw from a 1st 8 week class with signature
- October 16, 2017 – 1st 8 week session ends
- October 17, 2017 – 2nd 8 week classes begin
- October 17, 2017 – Tuition/Fees due for 2nd 8 week classes
- October 18, 2017 – Final grades for 1st 8 week classes posted by 4:00pm
- October 18, 2017 – Mid-term grades for 16 week classes posted by 4:00pm
- October 19-20, 2017 – Fall Break
- October 26, 2017 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources office by 5:00 p.m.