

Academic Affairs Council Minutes

Date: Wednesday, March 7, 2018

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

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 – February 7, 2018 Meeting (Handout) – The minutes were approved with one change.
- ❖ Discussion Items:
 1. If you have resignations or retirements, please send the letters to VP Vanderslice's office first. She will route them to HR. Requests for positions are due before spring break—any positions not currently posted should be included. The form is located on the W drive. Staff positions may be entered directly into OpenHire and VP Vanderslice can approve from there.
 2. VP Vanderslice reminded the Deans that the Faculty Handbook provides specific procedures and timelines for annual faculty planning and evaluation. Please ensure that the faculty and Chairs are following these deadlines.
 3. VP Vanderslice addressed ways to increase attendance at Faculty Development sessions. Sessions have been offered at different times and in different formats but attendance is still poor. One recommendation was to offer sessions online. For next year, the Deans will set a goal for the percentage of their faculty that will participate in faculty development each year. VP Vanderslice will keep track of the sessions that faculty in each department attend. Please let her or Dr. Glazer know if you have any feedback or requests for faculty development sessions.
 4. VP Vanderslice shared a draft of a Faculty Senate proposal for online stipends for discussion at last month's meeting. A revised proposal was submitted. The recommendation calls for significant changes in our current online compensation model. Please ask your faculty senators to share any feedback from your department on the revised draft at the Faculty Senate meeting.
 5. Our goal in the upcoming years is for all online courses to become Quality Matters certified. Right now we have four certified courses – all in the Sports and Exercise Science department. We are working towards increasing the number of programs we offer online and increasing the quality of online courses. VP Vanderslice will ask Dr. Boss to prepare some examples to share with other faculty that might help them set up their courses.
 6. There have been recent discussions of student walk-outs to support gun legislation. Faculty should treat walk-outs the same as they would treat any other absence. Faculty should follow the attendance policy in their syllabus.

7. Persistence Rate Data is provided to the Deans and Chairs on a regular basis but it is not clear if or how this data is being used. Persistence rate data for departments is in the Tableau dashboard. Chairs also receive lists with the names of the actual students. Bring ideas of how to better utilize this data to the next meeting.
8. Kelly McClure provided a computer update. ITS is going to institute a new update procedure which will reduce both the number of packages of updates sent to computers and the amount of time it takes to install them. Faculty and staff will have ample opportunities to manage the updates on their own time but within a limited window. There is a cutoff point where the updates will be automatically staged on each computer that has not been updated. Labs and smart classrooms are not included since those are manually updated on a regular basis. Kelly will send an email out to faculty and staff with more information.
9. Dr. Oty reviewed responses to HLC Criterion 4. For next time, look at Criterion 5 and let Dr. Oty know by March 28th which sub-component we would have the hardest time documenting and a brief synopsis of why or what we can work on.

❖ The meeting adjourned at 3:50 pm.