

Academic Affairs Council Minutes

Date: Wednesday, February 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 – January 3, 2018 Meeting (Handout) – The minutes were approved as presented.
- ❖ Discussion Items:
 1. VP Vanderslice requested new initiatives for 2018-2019. If you have ideas that we can use campus-wide, please turn those in. If you don't have all the details right now, they can be added later on. A template was provided for initiatives.
 2. VP Vanderslice has had numerous discussions with Chairs about having advisory board meetings. There was discussion about having a centralized place to keep notes on these meetings. A final place will be decided on within the next few months. There is no requirement for when the boards meet but they should meet around the same time each year. Departments should have their minutes submitted by the end of May.
 3. Distance learning and online stipends were discussed. AVP Burgess provided an updated handout with stipend information from our peer institutions. A draft proposal was shared at Academic Affairs Council, Council of Chairs and with Faculty Senate. Faculty Senate is working on recommendations for changes and hope to have them approved before the end of the semester.
 4. Faculty response to attendance-taking was great. Almost all attendance grades were entered by the deadline. 71 students were marked as non-attendees in all of their classes. As a reminder, faculty who teach online classes need to provide an activity that engages students during the first week of class. This needs to be something that students respond to as it will count as attendance.
 5. Faculty Handbook changes regarding load assignment were discussed. Loads other than 12/12 must be approved by the Chair and Dean. VPAA Vanderslice needs to have a copy of what is approved by the Chair and Dean for FLAC documentation.
 6. Cross-listed classes, for example ITV courses, need to be coded for FLAC and IDEA purposes. The Chairs will need to indicate which summer classes are cross-listed before they leave in May. Linda will send an email with the information chairs should submit.

7. Preferred names for students have been added to the rosters. Please inform faculty about this change. This does not change the student's legal name in Aggie Access.
8. Dr. Oty reviewed responses to HLC 3.C.4. through 3. E. 2. For next time, look at Criterion 4 and let Dr. Oty know by February 28th which two sub-components we would have the hardest time documenting and a brief synopsis of why or what we can work on.

❖ The meeting adjourned at 3:47 pm.