

Academic Affairs Council Minutes

Date: Wednesday, July 5, 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

Von Underwood, Dean, School of Arts and Sciences

Lisa Huffman, Dean, School of Graduate and Professional Studies

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 – June 7, 2017 Meeting (Handout) – **The minutes were approved as presented.**

❖ Discussion Items:

1. VPAA Vanderslice shared the process for policy revisions. Policy revisions are first reviewed by a Council on Instruction (COI) subcommittee then posted at a COI meeting. After that time, COI votes on the revisions which are then reviewed and voted on by the Council of Presidents. Policy revisions are not considered official until a letter of approval is received from the Chancellor.
2. One policy that was reviewed recently is the Transfer and Articulation Policy which deals with what kinds of credit we can accept from Career Tech Centers and how we would transcript those. The policy changes were reviewed.
3. The Concurrent Enrollment and Institutional Admissions and Retention Policy was also reviewed. Some of the changes include changes to the admission requirements for juniors to match what is accepted for seniors. Other parts of the policy that were revised include acceptable admission exams, course placement, workload, collegiate experience, off-campus concurrent enrollment, and reporting.
4. VPAA Vanderslice provided the Policy Workshop agenda. The workshop will be held on Thursday, July 13, 2017 from 9:00 am to 3:30 pm in the Symposium Room of the PHF Conference Center, OKC. Those who wish to attend need to register. The workshop will also be available by webinar and ITV. Those unable to attend the all-day session may participate through one of those means. VPAA Vanderslice and VPEMSS Phillips will attend the Workshop in person.
5. Revisions have been made to the 2017-2018 Academic Calendar. VPAA Vanderslice provided the correct version of the calendar. Please delete previous versions and use this one for the next academic year.
6. The 2017-2019 Undergraduate Catalog is under review. Mandy Husak has distributed the catalog by email and it is also available on the W drive. Please submit any revisions to her by July 19.
7. Kelly McClure provided a technology update. Five student computer labs will be updated this summer. Software will be loaded before August 1st. Faculty/Staff computers will be replaced on an as needed basis. The more critical ones will receive attention first. Computer rotations will not be done as they were in the past. Instead of doing a campus wide Delcom deployment, ITS will upgrade

hard drives or memories instead of the entire computer. This process will be more cost-efficient but just as effective. A list will be maintained by ITS to ensure all computers are rotated out before they get out of date—the date just won't be guided by the warranty. We will also be slowly upgrading to Windows 10.

A few new technology initiatives are currently underway: Academic Works – a new scholarship application software which will make it easier for students to apply for scholarships; a new Cameron mobile app which will be fairly simple to start off but will have more functionality as they continue to develop it; and a new Emergency Notification software. More information on these initiatives is forthcoming. Kelly also informed the group about the large amounts of phishing emails that have been received. Please be vigilant and be careful not to click on links in these emails. If you have doubts, it is best to call the person directly and ask if they actually sent the email.

8. Dr. Oty provided an enrollment update for fall. We are up in first time freshmen and full-time graduate hours. Please encourage departments to do outreach to students if they are not doing so already.
9. Dr. Oty provided the AY 2016-2017 Assessment Report. This is a summary of our assessment activities. It will also be distributed to IAC and GEC in the fall. Please provide any feedback to her.
10. Dr. Oty led a discussion on HLC Criterion 5.D.1

The institution develops and documents evidence of performance in its operations.

We need to think about how we document meetings in our unit, school or department.

- ❖ The meeting adjourned at 3:25 pm.