

Academic Affairs Council

Date: Wednesday, June 6, 2018

Time: 2:00 p.m.

Location: Administration Boardroom

❖ Approval of Academic Affairs Council Minutes – May 2, 2018 Meeting (page 1)

❖ Discussion Items:

1. ITS Updates—Kelly McClure
2. July 19, 2018 – Policy Workshop 9-3—attend in-person or virtually; no agenda yet
3. External Grant Procedure (pages 2-11)
4. Feedback on Budget Meetings
5. Hybrid Classes—meeting times identified and clearly noted in schedule
6. **House Bill 2913** Creates the Oklahoma Industrial Hemp Agricultural Pilot Program, which allows universities or farmers contracting with universities to cultivate certified hemp seed for research and development for industrial uses
7. Procedure Handbooks
8. Enrollment updates for Summer and Fall—Dr. Oty (Handout)
9. Input on One-Year Update to the 2017-2022 Assessment Plan—Dr. Oty

Does anyone have any updates for 2017-2018 for the following?

- Faculty and staff will participate in norming sessions and/or training to insure inter-rater reliability at all levels of assessment.
 - Assessment instruments will measure the outcomes they are meant to assess, ensuring validity of measures
 - Instruments used as measures of student learning outcomes will be examined for bias, including wording of questions.
 - Student participation in/completion of IDEA evaluations will increase for all General Education courses.
 - Student participation in/completion of IDEA evaluations will increase for all programs.
10. Update on conversion to WEAVE—Dr. Oty
 11. List of documents needed for HLC Assurance Argument and how to submit them—Dr. Oty (Handout)

❖ Reminders/ Informational items:

- Remember that updates will only be submitted on the first Friday of the month in May, June and July this summer. If you have items that need to be shared between those dates, please send them to the group (or me) individually.
- Please submit the dates of your school and departmental meetings to Brandy when they are determined.
- New Faculty Orientation will be held August 9-10, 2018.

- Adjunct Faculty Workshops will be held August 13 and 14, 2018.
- Please send all final summer budgets to Brandy with a copy to me by July 3, 2018.
- Hold August 13th at 8:30 for the Back-to-School meeting and brunch.

❖ Important Dates:

- June 21, 2018 – Council of Chairs at 2:00 pm in the IBC/RMA Executive Boardroom 204
- July 5, 2018 – Academic Affairs Council at 2:00 p.m. in the Administration Boardroom
- 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>
June 18-19, 2018	April 27, 2018	May 10, 2018
September 12-13, 2018	July 23, 2018	August 6, 2018
October 24-25, 2018	August 31, 2018	September 14, 2018
December 11-12, 2018	October 19, 2018	November 2, 2018

- The Oklahoma State Regents for Higher Education
 - June 27-28, 2018
 - September 5-6, 2018
 - October 24-25, 2018
 - November 8, 2018
 - December 5-6, 2018
- June 6, 2018 – All faculty records (FLAC) should be locked by the appropriate Dean and all payroll action forms submitted to the Human Resources Office no later than 5:00 p.m.
- June 19, 2018 – Last date to withdraw from a 1st 4 week summer class with an Automatic "W"
- June 22, 2018 – Last date to withdraw from a 1st 4 week summer class (w/signature)
- June 26, 2018 – 1st 4 week summer session ends
- June 27, 2018 – Mid-Term Grades for 8 week summer classes posted by 4:00 p.m.
- June 27, 2018 – 2nd 4 week summer classes begin and tuition and fees due for those classes
- June 28, 2018 – Final Grades for 1st 4 week summer classes posted by 4:00 pm
- June 29, 2018 – Last date to drop a 2nd 4 week summer class without entry on transcript
- June 29, 2018 – Last date to drop a 2nd 4 week summer class with a refund
- June 29, 2018 – Last date to enroll or add a 2nd 4 week summer class
- June 29, 2018 – Deadline to apply for graduation
- June 30, 2018 – Penalty for late payment of tuition/fees begins for summer classes
- July 4, 2018 – Independence Day Holiday
- July 11, 2018 – Last date to withdraw from an 8 week summer class with an Automatic "W"
- July 13, 2018 – Enter all student complaints and resolutions from 2017-18 in the Student Concern System prior to this date.
- July 18, 2018 – Last date to withdraw from an 8 week summer class (with signature)
- July 18, 2018 – Last date to withdraw from a 2nd 4 week summer class with an Automatic "W"
- July 23, 2018 – Last date to withdraw from a 2nd 4 week summer class (w/signature)
- July 25, 2018 – 8 week and 2nd 4 week summer sessions end
- July 26, 2018 – Intersession Classes Begin
- July 27, 2018 – Final Grades for 8 week and 2nd 4 week summer classes posted to AggieAccess by 4:00 p.m.
- July 27, 2018 – Faculty Offices Close

- August 8, 2018 – Registrar’s Office will email students who are currently enrolled in a waitlisted section that they will be dropped from the waitlist on August 17
- August 9-10, 2018 – New Faculty Orientation
- August 13, 2018 – Faculty Offices Open
- August 13 & 14, 2018 – Adjunct Faculty Workshop
- October 12, 2018 – Convocation