

Academic Affairs Council Minutes

Date: Wednesday, May 2, 2018

Time: 2:00 p.m.

Location: Administration Boardroom

Members and Staff Representatives present:

Ronna Vanderslice, 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

Members and Staff Representatives absent:

Sylvia Burgess, Associate Vice President for Academic Affairs

Agenda and Notes

- ❖ Approval of AAC Minutes – April 4, 2018 Meeting (Handout) – The minutes were approved as presented.
- ❖ Discussion Items:
 1. Dr. Oty provided an enrollment update for Summer 2018. We will continue to monitor summer enrollment before summer classes begin.
 2. Discussion ensued about the scheduling of summer classes and how to ensure faculty are available to assist students during the summer. As our summer enrollment has decreased, fewer full-time faculty are available for summer advisement, office hours etc. The group discussed the need for consistency in expectations for office hours for part-time faculty. Some departments require part-time faculty to hold either virtual or face-to-face office hours while others don't. As a result, some department chairs have faculty who request to serve as adjuncts in the summer. A number of concerns were raised about this practice. This topic will be discussed at the Council of Chairs meeting later this week to address the concerns. The group agreed that chairs (and deans) should ensure that someone in the department is always available to advise students.
 3. Kelly McClure shared a draft of the IT Strategic Plan. Please provide any feedback you have to Kelly and copy VP Vanderslice by the end of the month.
 4. Dr. Oty shared the HLC Assurance Argument Timeline. Each unit should start considering what documents they have in their areas that can be used as evidence to meet the criterion.
- ❖ The meeting adjourned at 3:08 p.m.