

## Academic Affairs Council Minutes

Date: Wednesday, April 4, 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 – March 7, 2018 Meeting (Handout) – The minutes were approved as presented.
- ❖ Discussion Items:
  1. The Graduation Fair was held earlier this year. There was great student turnout. Concerns were expressed about students having difficulty ordering regalia and bookstore communication about ways to order online. VP Carter will work with the bookstore on these concerns. We are also planning for a mini graduation fair at Duncan next year. If you have additional feedback or hear concerns, please share them with VP Vanderslice.
  2. VP Vanderslice asked about issues with students due to the teacher walkout. No issues were identified. Please remind faculty to treat absences as a result of the walkout like any other absence. Faculty should follow the attendance policy listed in their syllabi.
  3. The Online Compensation Proposal has been passed by Faculty Senate. The recommendation will now go to the President for his review.
  4. Dr. Oty shared retention and graduation metrics and comparison data.
  5. There was discussion about the use of persistence rates and major tracking data. Recruitment and retention efforts have been the focus of discussion at Chair Development meetings. Chairs get persistence data every semester along with names of students who are not enrolled. The data is not being used consistently so the group discussed possible ways to do this systematically so each program could know where they are losing students.
  6. Remember that Deans must have feedback to faculty for planning documents by April 15. Be sure all have a review of IDEA Response Rates and a comparison of their department's persistence and graduation rates to the university's. Please email VP Vanderslice when you have returned all documents to faculty. Send a copy of all chair evaluations to VP Vanderslice's office by April 20.

7. As a reminder, chairs could either have their faculty use the syllabus template or they could review all the syllabi in their department with the syllabus checklist to ensure that they include the required information. General education outcomes need to be included on syllabi for general education courses.
8. Dr. Oty reviewed responses to HLC Criterion 5. HLC has released a draft of the revised criteria.
9. AAC meeting dates for 2018-2019:

1<sup>st</sup> Wednesdays at 2:00 pm in the Administration Boardroom

- July 5, 2018 (Thursday)
  - August 1, 2018
  - September 5, 2018
  - October 3, 2018
  - November 14, 2018 (2<sup>nd</sup> Wednesday)
  - December 5, 2018
  - January 2, 2019
  - February 6, 2019
  - March 6, 2019
  - April 3, 2019
  - May 1, 2019
  - June 5, 2019
- AAC Luncheon – Tuesday, December 18 at 12:00pm in the Administration Boardroom

❖ The meeting adjourned at 3:37 p.m.