

Academic Affairs Council Minutes

Date: Wednesday, June 6, 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 – May 2, 2018 Meeting (Handout) – The minutes were approved as presented.

❖ Discussion Items:

1. Kelly McClure provided an ITS update. ITS is currently negotiating with BIS on full campus implementation of the BIS software. Use of the software is optional but they are hoping to have it available campus-wide for units that would like to have it. The VOIP company will be on campus to set up the new phone service beginning June 18th. It will take them 3-5 days to install new phones across campus. ITS expects to have full wi-fi for Student Housing by fall. The President received a grant from the McMahan Foundation to assist with a Business Incubator for Lawton business. Two Cameron graduates will be working on the project.
2. The OSRHE Policy Workshop will be held July 19, 2018 from 9:00 am to 3:00 pm. You may attend in-person or virtually. VP Vanderslice will share the agenda when it becomes available.
3. VP Vanderslice shared the External Grant Procedure that was approved by the President. The procedure defines the compensation model that we will use and outlines the process for submitting an external grant. Please review the document in its entirety. The procedure will be implemented in the fall.
4. VP Vanderslice requested feedback on the Budget Meetings that were held this past spring. Discussion ensued about the benefits of the meetings. VP Carter will continue the same process for next year. Please send any items of discussion you would like to be included to VP Vanderslice.
5. Departments need to have meeting times for Hybrid classes identified and clearly noted in the schedule. Hybrid classes will not be entered in the schedule until dates and times are assigned. The Registrar's Office will contact chairs about any hybrid classes that are missing this information before they are put on the 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. Please refer calls about this topic to the Office of Public Affairs.

7. Units are working on Procedure Handbooks. We will put them in a central place so others can look at them and see how theirs compare. Please put a draft of yours in the AAC workgroups folder on the W drive by July 2.
8. Dr. Oty provided an enrollment update for Summer and Fall 2018. We will continue to monitor enrollment regularly.
9. Dr. Oty requested input on the 2017-2022 Assessment Plan. We will work on the following items for the next five years:
 - 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.

If you would like to share what your departments have done in any of these areas, please email Dr. Oty.

10. Dr. Oty shared an update on the conversion to WEAVE. As we transition from WEAVEonline to the new WEAVE platform, training sessions are being conducted throughout the summer and into the fall semester. At least one person per program should attend a training session before you begin working in the new platform. The next session is June 7. The IRAA office will send out information about additional training sessions as they are scheduled.
11. Dr. Oty provided a list of documents needed for the HLC Assurance Argument. Each unit should start gathering these documents in their areas. Please send all evidence to hlcaccreditation@cameron.edu.

❖ The meeting adjourned at 3:10 p.m.