

Academic Affairs Council

Date: Wednesday, December 6, 2017
Location: Administration Boardroom

Time: 2:00 p.m.

❖ Approval of Academic Affairs Council Minutes – November 1, 2017 Meeting (page 1)

❖ Discussion Items:

1. Governor's Executive Order (pages 2-3)
2. Changes to Oklahoma's Promise (page 4)
3. Attendance-taking—January 16 is last day to add a class; we will open attendance-taking for faculty January 17-18. It will close on January 18th at 4:00 pm so we can begin calling that evening.
4. Math Pathways
5. Concurrent Enrollment
6. Distance learning and online stipends (pages 5-6)
7. Enrollment Update for Spring 2018 (Handout)
8. HLC Assurance Argument Team 2020-21 (page 7)
9. Discussion of HLC Criterion items 3.A.1. through 3.C.3—Dr. Oty (Handout)
10. Potluck lunch—December 15th, 2017 at 12:00 p.m. in the Administration Boardroom. Bring your favorite dish!

❖ Reminders/ Informational items:

- Remind the chairs to encourage all faculty to gain important feedback on their course evaluations.
- Initiative and Academic Plan Updates due December 18th, 2017.
- Community Receptions at Cameron House:

Sunday, December 10, 2017 from 2:00-4:00 pm
Hosts: Dean Underwood, VP Vanderslice, VP Johnson, VP Carter

Monday, December 11, 2017 from 5:00-7:00 pm
Hosts: AVP Burgess, Interim Dean Kuchta, VP Johnson, VP Phillips
- Deans, please monitor the spring schedule and class enrollments. Before the break, the Chairs should cancel zero enrollment classes and meet with you to review small classes.
- End of Semester Issues:
 - In online classes, the final exam should be taken during finals week. Online exams should not be open the week before finals week.
 - We do not give any finals prior to finals week. Students who cannot take exams during the final week (no matter what the reason) can be given an Incomplete.
 - Remind adjuncts and other faculty when grades are due. Be sure grades are submitted on time.

- Faculty and staff should be available for meetings and issues with students until offices officially close.
- Please remind faculty that Blackboard course shells will be available for all courses for spring 2018. All faculty should include their syllabus and gradebook at a minimum.
- Faculty and staff should be available for meetings and issues with students until offices officially close.
- Intersession Advisement—post signs; leave phone messages in all departmental offices. All advising on January 2nd and 3rd, 2018 will be done in the Advising Center.

❖ Important Dates:

- Academic Affairs Council – Wednesday, January 3, 2018 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>	<u>Location</u>
December 5-6, 2017	October 10	October 24	Norman

- The Oklahoma State Regents for Higher Education
 - December 5-6, 2017

- December 7, 2017 – Last date to withdraw from a 2nd 8 week class with signature
- December 11-15, 2017 – Final Exams
- December 15, 2017 – Session Ends
- December 18, 2017 – Intersession Classes begin
- December 19, 2017 – Final grades posted to AggieAccess by 4:00pm
- December 20, 2017 – Faculty Offices Close at 5:00pm
- January 4, 2018 – Faculty Offices Open
- January 4, 2018 – Adjunct Faculty Workshop from 6:00-8:30 p.m. in the MCC Ballroom
- January 5, 2018 – Intersession Classes end
- January 8, 2018 – 16 week and 1st 8 week classes begin
- January 8, 2018 – Tuition/Fees due for 16 week and 1st 8 week classes
- January 12, 2018 – Last date to enroll or add a 1st 8 week class
- January 12, 2018 – Last date to drop a 1st 8 week class w/o entry on transcript
- January 12, 2018 – Last date to drop a 1st 8 week class with a refund
- January 15, 2018 – Martin Luther King Day Holiday
- January 16, 2018 – Last date to enroll or add a 16 week class
- January 22, 2018 – Last date to drop a 16 week class w/o entry on transcript
- January 22, 2018 – Last date to drop a 16 week class with a refund
- February 1, 2018 – First input of Summer and Fall 2018 Enrollment Schedules are due to the Registrar
- February 22-25, 2018 – Two works from legendary Cuban-American avant garde playwright María Irene Fornés: “*Letters from Cuba*” and “*Manual for a Desperate Crossing*,” presented by the Department of Art, Music and Theatre Arts in the University Theatre. Shows on Thursday, Friday and Saturday will begin at 7:30 p.m.; Sunday performances start at 2 p.m. (Academic Festival related event)
- February 27, 2018 – Academic Festival speaker, former Vice Chief of Staff for the U.S. Army **Jack Keane**