

Academic Affairs Council

Date: Wednesday, January 3, 2018

Time: 2:00 p.m.

Location: Administration Boardroom

- ❖ Approval of Academic Affairs Council Minutes – December 6, 2017 Meeting (pages 1-2)
- ❖ Discussion Items:
 1. Discussion of beginning of the semester issues
 2. Waitlisting follow-up
 3. IDEA Response Rates (pages 3-4)
 4. Roundtable follow-up/feedback
 5. Attendance taking
 6. Concurrent Enrollment
 7. Withdrawal period policy (page 5)
 8. Office Procedure Handbook (pages 6-7)
 9. Assessment update—Dr. Oty
 - a. Dr. Gokul Kadel will assist program faculty in making needed corrections/changes in WEAVE during the Spring 2018 semester
 10. Enrollment update—Dr. Oty (Handout)
 11. HLC Criterion 3.C.4 through 3.E.2—Dr. Oty (Handout)
- ❖ Reminders/ Informational items:
 - Remind faculty to enter attendance grades for students by the deadline. Attendance-taking will be open beginning January 17. It will close on January 18th at 4:00 pm. Deans and Chairs should monitor participation before the deadline.
 - Reappointments and Non-Reappointments due February 1 (page 8).
 - Spring 2018 Student Information Sheet and Syllabus Attachment for different course formats are posted to the web at http://www.cameron.edu/academic_affairs and on AggieAccess.
 - Check for standard class times on enrollment schedules; ensure chairs are within budget for summer; encourage chairs to check historic enrollments for fall planning
 - Check that all information in FLAC is accurate. Send load sheets and payroll action forms to Vinetta by January 16.
- ❖ Important Dates:
 - January 11, 2017 – Council of Chairs at 2:00 pm in the IBC/RMA Executive Boardroom 204
 - January 19, 2017 – Chair Development Session from 9:00-10:30 am in the IBC/RMA Executive Boardroom 204
 - February 7, 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>
January 24-25, 2018	November 20, 2017	December 4, 2017
March 7-8, 2018	January 16, 2018	January 29, 2018
May 10-11, 2018	March 16, 2018	April 2, 2018
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

- January 31, 2018
 - February 1, 2018
 - March 28-29, 2018
 - April 25-26, 2018
 - May 24-25, 2018
 - June 27-28, 2018
 - September 5-6, 2018
 - October 24-25, 2018
 - November 8, 2018
 - December 5-6, 2018
- 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 5, 2018 – Mid-term grades for 1st 8 week classes posted by 4:00pm
 - February 6, 2018 – 12 week classes begin
 - February 6, 2018 – Tuition/Fees due for 12 week classes
 - February 12, 2018 – Last date to enroll or add a 12 week class
 - February 14, 2018 – Last date to drop a 12 week class w/o entry on transcript
 - February 14, 2018 – Last date to drop a 12 week class with a refund
 - February 15, 2018 – 21st annual Red River Career Expo from 12:30 to 3:30 p.m.
 - February 19, 2018 – Last date to withdraw from a 1st 8 week class with an Automatic “W”
 - 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 26, 2018 – Last date to withdraw from a 1st 8 week class with signature
 - February 27, 2018 – Academic Festival speaker, former Vice Chief of Staff for the U.S. Army **Jack Keane**
 - February 28, 2018 – Penalty for late payment of tuition and fees for 16 week and 1st 8 week classes