

Academic Affairs Council Minutes

Date: Wednesday, September 6, 2017

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 – August 2, 2017 Meeting (Handout) – The minutes were approved as presented.

❖ Discussion Items:

1. Cameron's new Vice President for Enrollment Management, Jerrett Phillips, addressed the group on some new initiatives in his area and how we can collaborate across campus to create a streamlined process for recruitment. He spoke briefly about initiatives such as the "Aggie Go Bag," which will provide the ability for faculty and staff to visit high schools and promote Cameron; Academic Works, the new scholarship application process; the Welcome Center; and Recruiter. He would like to work with faculty in the future to explore program type recruitment.
2. The first Initiative Update will be due October 4 in red font. For each update, please leave previous updates on the document so you will have a complete update on the final version at the end of the year. Only include items that are completed on the update.
3. For those of you who received your Business Continuity Plans back, please go ahead and make your final edits. Once the document is complete, you may go ahead and get the necessary signatures. The next step will be to conduct testing and training of the procedures. You may conduct the training in the way that best serves your unit but you should document all trainings (and testing). Once a year, VP Vanderslice will request an updated document. Let her know if you need to discuss edits.
4. The State Chamber is going through the strategic planning process. They will be in Lawton on October 24 if you are interested in attending. Other meeting dates around the state were also shared.
5. A number of our students who are in the National Guard have been deployed to Houston to assist with the flooding crisis from Hurricane Harvey. The students are unsure how long they will be deployed. Students who request to be dropped will be handled through VPAA or Mandy so accurate records can be maintained. Please share this information with faculty.
6. The deadline for the first input of the Spring 2018 enrollment schedule is September 11 by 5 p.m. Once the draft is complete and approved by the Dean, email the schedule to Julie Kendall at jkendall@cameron.edu.

Chairs should offer classes when students need them. Deans should check the standard scheduling document to ensure classes are meeting standard class times. Pay attention to the approved buildings

for night centralization. Include equipment that students will need for the class and the number of proctored exams. Also look at notes on the academic calendar to see if there are any special allowances for classes. When the schedule is submitted, chairs should provide load sheets so the Dean can see that all faculty members have a 12 hour load.

7. Changes in online and ITV technology have made it necessary for us to revisit fee structures this year. We will discuss this topic further at Council of Chairs.
8. Dr. Oty provided an Enrollment Update as of Census Day.
9. HLC Criteria – For the next Academic Affairs Council meeting, email Dr. Oty which subcomponent we would have the hardest time documenting and a brief synopsis of why. Choose from 1.A.1 to 1.D.3 (e.g. 1.A.2). Submit your responses to Dr. Oty by September 27.

❖ The meeting adjourned at 3:40 pm.