

Academic Affairs Council

Date: Wednesday, May 2, 2018

Time: 2:00 p.m.

Location: Administration Boardroom

- ❖ Approval of Academic Affairs Council Minutes – April 4, 2018 Meeting (pages 1-2)
- ❖ Discussion Items:
  1. Enrollment update for Summer 2018—Dr. Oty (Handout)
  2. Summer classes and use of full-time/part-time faculty
  3. IT Strategic Plan (Handout)
  4. HLC Assurance Argument Timeline—Dr. Oty (Handout)
- ❖ Reminders/ Informational items:
  - This summer, we'll only submit Weekly Updates on the first Friday of the month in May, June and July. If you have items that need to be shared between those dates, please send them to the group (or me) individually.
  - Deans need to get non-instructional items for all summer faculty to Mandy by May 18<sup>th</sup>.
  - Please submit all Payroll Action Forms, Load sheet and FLAC Report from Tableau to the Office of Academic Affairs by June 1.
  - Please remember to follow the Summer FLAC process outlined in the Summer Faculty Load and Compensation Quick Reference Guide. As a reminder, please do not split summer payroll action forms by fiscal year. Only one payroll action form per course is needed for the summer term. Please communicate this information to those that are responsible for preparing payroll action forms.
  - Student Concern System—Please enter all student complaints and resolutions from 2017-18 in the Concern system prior to July 13, 2018.
  - Check <http://www.cameron.edu/summer-camps> to ensure that your summer camp information is up to date. Send any new camp information to Keith Mitchell in Public Affairs.
  - Policy Manual for Minors on Campus is available on AggieAccess. Please ask departments that are holding camps or other activities for minors to review it well in advance and use it as a checklist to prepare for their activities.
  - CEP Meeting at UCO on September 14, 2018---more information to follow.
- ❖ Important Dates:
  - May 3, 2018 – Council of Chairs at 2:00 pm in the IBC/RMA Executive Boardroom 204
  - June 6, 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>
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
  - May 24-25, 2018
  - June 27-28, 2018
  - September 5-6, 2018
  - October 24-25, 2018
  - November 8, 2018
  - December 5-6, 2018
- May 4, 2018 – Hooding Ceremony at 3:00 pm in Aggie Gym; Commencement at 7:30 pm in Stadium
- May 7, 2018 – Intersession Classes begin
- May 8, 2018 – Final grades posted by 4:00pm
- May 9, 2018 – Quarterly update for planning document and Academic Plan Update due
- May 9, 2018 – Faculty Offices Close
- May 11, 2018 – Final due date for Annual Performance Appraisals (Wingspan Staff Evaluations)
- May 18, 2018 – Non-instructional load information for Summer due to Mandy
- May 21, 2018 – Registrar’s Office will email students who are currently enrolled in a waitlisted section that they will be dropped from the waitlist on May 29
- May 24, 2018 – Last day students have the option to choose enrollment in a waitlisted section
- May 25, 2018 – Faculty offices open
- May 25, 2018 – Intersession Ends
- May 25, 2018 – Summer 2018 FLAC available for viewing by Chairs and Deans in AggieAccess
- May 29, 2018 – The waitlisted registration records will be removed from student accounts
- May 30, 2018 – 1st 4 week and 8 week summer classes begin; tuition and fees due for those classes
- June 1, 2018 – Endowed Lectureship Proposals due to VPAA
- June 1, 2018 – Last date to enroll or add a 1st 4 week summer class
- June 1, 2018 – Last date to drop a 1st 4 week summer class without entry on transcript
- June 1, 2018 – Last date to drop a 1st 4 week summer class with refund
- June 5, 2018 – Last date to enroll or add an 8 week summer class
- June 5, 2018 – Last date to drop an 8 week summer class without entry on transcript
- June 5, 2018 – Last date to drop an 8 week summer class with a refund
- June 6, 2018 – All faculty records (FLAC) should be locked by the appropriate Dean and all payroll action forms submitted to the Human Resources Office no later than 5:00 p.m.
- June 19, 2018 – Last date to withdraw from a 1st 4 week summer class with an Automatic "W"
- June 22, 2018 – Last date to withdraw from a 1st 4 week summer class (w/signature)
- June 26, 2018 – 1st 4 week summer session ends
- June 27, 2018 – Mid-Term Grades for 8 week summer classes posted by 4:00 p.m.
- June 27, 2018 – 2nd 4 week summer classes begin and tuition and fees due for those classes
- June 28, 2018 – Final Grades for 1st 4 week summer classes posted by 4:00 pm
- June 29, 2018 – Last date to drop a 2nd 4 week summer class without entry on transcript
- June 29, 2018 – Last date to drop a 2nd 4 week summer class with a refund
- June 29, 2018 – Last date to enroll or add a 2nd 4 week summer class
- June 29, 2018 – Deadline to apply for graduation
- June 30, 2018 – Penalty for late payment of tuition/fees begins for summer classes