

Academic Affairs Council Minutes

Date: Wednesday, October 4, 2017

Time: 2:00 p.m.

Location: Administration Boardroom

Members and Staff Representatives present:

Ronna Vanderslice, 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

Members and Staff Representatives absent:

Sylvia Burgess, Associate Vice President for Academic Affairs

Agenda and Notes

- ❖ Approval of AAC Minutes – September 6, 2017 Meeting (Handout) – The minutes were approved as presented.
- ❖ Discussion Items:
 1. VP Vanderslice distributed a draft of the 2017-18 Academic Calendar that was approved for placement on the Regents' agenda. It has not been approved by the Regents yet. Please review and let her know if you have any concerns.
 2. VP Vanderslice expressed her sincere thanks to Dean Kuchta and asked that those sentiments also be passed on to Jason Poudrier and Travis Childs for all their efforts in making the first Academic Festival sessions a success. There was great student attendance at the student session with Charles Mann. For our next speaker on November 9, the VPAA would like a department(s) for whom the topic is relevant to take the lead in generating student interest. The VPAA asked the Deans to reach out to the departments and let her know which ones would like to take on that role.
 3. VP Vanderslice recapped some important Aggie Registration reminders/concerns. A number of faculty are still giving out the incorrect pin number. The 4-digit pin number is the correct one the advisor needs to provide to the student after advising him/her. Pre-requisites and self-enrollment for students with holds were also some issues that came up previously. We worked on these issues last year and have made good progress in those areas. The Registrar has added phone numbers to holds so students know who to call with questions. It is imperative that department chairs go into the system in advance and process overrides if approved. We will discuss overrides at the next Council of Chairs meeting.
 4. VP Vanderslice led a follow-up discussion on Attendance-Taking in an effort to plan ahead for next semester. She thanked Linda for her work in setting up the system which was piloted this semester. There were 73 students who were identified as non-attenders in the first week. Kyle Jarman, Retention Counselor, contacted those students and 34 were withdrawn at their request. We encountered a few challenges with Attendance-Taking this semester and are aware of some things we can do differently to ensure that the process goes more smoothly next time. Online classes need to have an activity in the first week of class that shows academic engagement (e.g.

Syllabus Quiz, Discussion Board). This engagement activity will count as attendance in the course. We had some students who enrolled after faculty had already entered attendance. Timing was also an issue between the last day to enter attendance and the Labor Day holiday. VP Vanderslice stated that this was a worthwhile effort and asked the Deans to thank faculty for participating.

There was discussion about when to open attendance taking for spring. Classes begin on January 8. The last day to enroll or add a 16 week class is January 16 and the last day to drop is January 22. Attendance taking will be open on Tuesday and Wednesday, January 16 and 17. Kyle will get the list of non-attendees beginning on Wednesday so he can contact the students on Wednesday, Thursday and Friday. The Graduate advisors can call Graduate students since they may actually know those students and will be better able to connect with them. Chairs will remind faculty to enter attendance and monitor their participation.

5. VP Vanderslice recapped the Concurrent Enrollment Policy. The Registrar's Office sent an email to faculty with a list of concurrent high school students enrolled in their classes so they can be aware of who those students are. Additionally, ITS has modified the Course Roster under Quick Links by adding a column that indicates if the student is a concurrent high school student.

We will pilot some concurrent classes on a limited basis in the spring. In order to be able to offer the course at any site off campus, we would need to meet 3.10.6 of the policy:

- 1) specifying that the expectations in off-campus concurrent courses should be the same as in on-campus courses;
- 2) adhering to HLC's faculty qualification requirements;
- 3) providing an orientation and professional development for faculty;
- 4) evaluating faculty; and
- 5) creating an MOU between the higher education institution and the off-campus location.

An MOU would have to be submitted to the Regents along with a list of faculty teaching these classes and their credentials.

6. We will pilot wait-listing with this next enrollment period. Wait-listing is an option in Banner that allows students to go on a reserved wait-list for a class that's already filled. When there is an opening in a class or if the class capacity increases, the first student on the wait-list gets automatically notified that a spot is open. That student will then have 24 hours to enroll after being notified before the spot goes to the next student on the wait-list. The number of students allowed to be wait-listed will be 5 students for this trial period. Every class will be wait-listed. Some potential issues with this process could be with students that don't have their 4-digit pin number and students in the Advising Center who would need to be enrolled by an AAC advisor. It is a good time to remind students about the importance of checking their student email. Chairs need to monitor the wait-list.
7. The National Conference on Undergraduate Research will be held April 4-7, 2018 and Oklahoma Research Day will be held March 9, 2018 at NWOSU (Enid). The NCUR event is not focused only on STEM but on other areas as well. Cameron will support our students' participation in this national conference. Each department will be allowed to submit up to 5 abstracts. Those students will get priority for attendance. Every department should be represented at this conference and at OK Research Day. Dr. Burgess will be our point of contact for both events.
8. Dr. Oty provided Retention and Graduation Rate updates. Deans will distribute the summary to the department chairs. Dr. Oty's office will send out a list with actual names of students tomorrow. Chairs can also look at Tableau dashboard for additional data. This year we would

like each department to commit to reaching out to every senior who didn't graduate and didn't come back. Chairs should provide follow-up information on how they tried to contact the seniors in their departments and what they found out about why they didn't come back.

9. Dr. Oty reviewed the responses to HLC Criterion 1 that were distributed at the last meeting. For next time, look at Criterion 2 and let Dr. Oty know by October 25th which sub-component we would have the hardest time documenting and a brief synopsis of why or what we can work on. We will also discuss Criterion 1 in more detail at the next meeting.

❖ The meeting adjourned at 4:13 pm.