

## Academic Affairs Council Minutes

Date: Wednesday, January 3, 2018

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 – December 6, 2017 Meeting (Handout) – The minutes were approved as presented.
- ❖ Discussion Items:
  1. The group discussed beginning of the semester issues. Deans will ensure students in cancelled classes are contacted and assisted with finding alternate classes. Susan Camp will be contacted prior to decision on the Duncan campus. Faculty load will be available for review on the dashboard and should be reviewed for accuracy. ITS has updated software in teaching labs in preparation for the beginning of the new semester.
  2. Feedback received from students about waitlisting has been positive. At least two new sections of courses that were opened as a result of waitlisted students have made. Last semester the cap for waitlisted students was set at 5 and some chairs expressed that they would like to be able to waitlist more students. A suggestion was made for this to be expanded to 20 for future semesters. It was mentioned that it would be helpful to have an email sent to faculty to let them know when waitlisting will be and has been turned off. Emails were sent to students this time, but faculty will be contacted in future semesters.
  3. There was a discussion on ways to increase IDEA response rates. Suggestions were providing another training for faculty or having faculty put the link to the evaluation in their course syllabi. We will discuss this topic more at Council of Chairs.
  4. Roundtables were positive and IAC reviewers did a great job. Assessment of programs is a valuable and ongoing process.
  5. Attendance-taking will open on January 17 and close on January 18 at 4:00 p.m. Please encourage faculty to enter attendance and remind Chairs to monitor entries.
  6. Discussions are ongoing with Lawton Public Schools' leadership team. VP Vanderslice and AVP Kingsley met with the leadership team and there is overwhelming support for concurrent classes. VP Vanderslice will continue discussions with the Chairs about possible classes we could offer in this format.

7. Linda provided information about the withdrawal period policy as well as Cameron's policy for withdrawals with signature. We will discuss this topic at Council of Chairs. Bring any concerns/feedback you have next month.
8. VP Vanderslice provided a sample from an Office Procedure Handbook/Desk Manual. Each office should have a Procedure Handbook/Desk Manual to assist with business continuity procedures. Handbooks will be reviewed at the end of the semester. If you would like to discuss these further at AAC, please let her know.
9. Dr. Gokul Kadel will receive release time to assist with assessment this semester. He will assist with clarifying descriptions of measurements and following up with reviewer comments that need to be addressed. Deans should ensure that General Education data is collected and available in their office at the end of each semester.
10. Dr. Oty provided an enrollment update.
11. We will review responses to HLC Criterion items 3.C.4 through 3.E.2 at the next meeting.

❖ The meeting adjourned at 3:40 pm.