

**ACADEMIC AFFAIRS COUNCIL
MINUTES**

9:00 A.M., June 24, 2011
Danley Hall, Room 235

I. Call to Order

The meeting was called to order at 9:10 a.m.

II. Roll Call

Members Present: Duane C. Anderson, Pamla Armstrong, Claudia Hisle, Mark Hollingsworth, Charlie Jones, Adrianna Lancaster, Carlotta Lockmiller, Teresa Rothrock, Holly Sewell, Ralph Sharp, Sheilynda Stewart, Nancy Thomason, Bruce Weems, Rick Wetherill, Frank Williams

Member Absent: Wendell Godwin

Recorder: Meredith Jones

III. Approval of Minutes - May 17, 2011

Minutes approved as posted.

IV. VPAA Agenda

1. Regional CAO Meeting, June 9, 2011

Dr. Anderson provided an overview of the items discussed within the June meeting such as campus enrollment updates, load calculations for Music/Arts and assistant professor rank policies.

2. COI Meeting, June 9, 2011

Dr. Anderson provided an overview of the items discussed within the June meeting such as joint degree, function and assessment policies.

3. Calendar Dates

June 27 – Course syllabi due

June 28 – First four week courses end

June 29 – Second four week courses begin

July 4 – Independence holiday, no classes, offices closed

July 5 – Offices open at 8:00 a.m.

July 11 – Last day to drop eight and ten week courses with guaranteed “W”

July 11-15 – Administer Student Evaluation of Teaching Effectiveness (2nd 4wks & full session)

July 18 – AAC at 1:00 p.m.

August 5 - First submission for Spring 2012 schedule due

4. Summer 2011 Enrollment

Summer enrollment is down 6.2% with an FTE of 1,920.8 as compared to 2,047.4 on June 7, 2010.

5. Fall 2011 Enrollment
Fall enrollment is down considerable from last year.
6. Scheduling summer vacations
Administrators are to report back to campus by Monday, August 8, 2011.
7. Update fall schedule
Instructors need to be assigned to courses with “STAFF” listings.
8. Develop spring 2012 class schedule
The first submission of the spring 2012 class schedule is due Friday, August 5, 2011.
9. Annual Staff Evaluations – July and August
Annual staff evaluation documents will be distributed in the upcoming weeks.
10. Other
None.

V. OSPR Report

1. Update on grants in FY11
As of May, grants funded are still up from last year with 11.7 million as compared to May 2010 11.5 million. Several grants have recently been funded such as ERAP and Literacy First
2. Grants under development
Several grants are currently in development such as grants to NSF, the Kerr Foundation, NASA, Home Depot and the U.S. Department of Justice.
3. Other – Ms. Thomason announced Ms. Tanwa Roland has been hired as Grant Research Specialist.

VI. Unit Reports

Academic Advising Center – Ms. Claudia Hisle

Transfer enrollment is down 3.1 percent as of June. The academic advising center continues to recruit students by phone calls, post cards, letters and brochures. Ms. Hisle will send student contact information to the Deans to help with recruitment efforts.

Admissions and Records – Ms. Pamla Armstrong

Ms. Armstrong reported the no show process is complete. The office experienced some difficulty with having to reinstate cancelled students which may stem from faculty using the blackboard roster instead of the official class roster. Ms. Armstrong reported the International Office is back under the governance of Student Development and Ms. Jessika Bailey has been named director.

Assessment – Dr. Teresa Rothrock

Dr. Rothrock's unit report deferred to old business item six.

CCECS/School of Graduate Studies – Dr. Rick Wetherill

CCECS remains busy with the Green Expo and the Green Jobs Consortium. Summer daycare is going well; they have recently planted a pizza garden. Main Street is now open.

College of Education and Psychology –Dr. Ralph Sharp

The Education Department is conducting a grant workshop for teachers. The screening committee brought two Dean candidate on campus for interviews and presentations this week.

College of Liberal Arts and Social Sciences – Dr. Mark Hollingsworth

The Whiten Institute was officially opened. There are currently 135 cheerleaders on campus attending cheer camp. Dr. Hollingsworth expressed his gratitude to Continuing Education for their help in facilitating the camp. Searches continue for positions in Mass Communication and Criminal Justice. Dr. Hollingsworth also announced Sonya Hensley has completed her training with the Inside Out program and Thom Balmer has completed his doctorate.

College of Health and Sciences – Dr. Bruce Weems

No report.

Faculty Senate – Dr. Charlie Jones

No report.

Information Technology – Mr. Frank Williams

IT has been busy with the end of the year processes and reimplementation of Jenzabar. Mr. Williams asked that departments give IT ample time to complete requested tasks due to scheduled vacations.

Institutional Effectiveness – Dr. Carlotta Lockmiller

Comments from the review of the self study have been submitted. The report continues to be edited and documents cataloged in the resources room. The report is scheduled to be uploaded in early fall.

Institutional Research – Dr. Sheilynda Stewart

The Spring Student Evaluations of Faculty Teaching Effectiveness and the Grade Distribution Reports have been completed. Dr. Stewart provided a pivot table training for ECU employees on Friday, June 17, 2011. ECU's Basic Student Cost Calculator is now available online at the Financial Aid, Admissions and Records and the Bursar's web pages.

Library/Distance Education – Dr. Adrianna Lancaster

In addition to the ECU Journals being available electronically, the Library has begun the process of making ECU yearbooks available as well. As a fundraising effort, Friends of the Library have begun to sell coffee in the Library for 50 cents a cup from 8:00 a.m. to 8:00 p.m. The servers for the Blackboard upgrade have been purchased.

School of Business –Dean Wendell Godwin

No report – absent.

VII. Old Business

1. Distinguished Lecture Series - Dates

- Rothbaum Lecture (Constitution Day)-September 16, 2010, 7:00 p.m., Ataloo Theatre
- Watkins Lecture –January 25, 2011, 5:30 p.m. Reception in Regent's Room and Public Lecture at 6:30 p.m., Estep Multimedia Center
- Stokes Lecture-November 1, 2011, 5:30 pm Reception in Regents' Room and Public Lecture at 6:30 pm, Estep Multimedia Center
- Native American Studies Program Lectures - TBD
- Boswell Lecture – March 25, 2011, 1:10 p.m., Estep Multimedia Center, Mr. Graham

- Twoerton, “Biofuels – Past, Present and Future”.
 - Parker Lecture- TBD
 - Hedgehog and Fox Faculty Lecture – Dr. Rich Alford, March 23, 2011 at 2:00 p.m., Estep Multimedia Center
 - Louise Young Diversity Lecture – Max Glauben, March 9, 2011, 7:00 p.m., Ataloo Theatre
 - Pogue Lectureship- March 3-4, 2011 in Administration Building and Chalmers Herman Theatre
 - Fisher Lecture (Scissortail Writers Festival) - March 31 - April 2, 2011
 - George Nigh Outstanding Senior Luncheon – Tuesday, April 19, 2011 at 11:45 a.m. in the Stanley P. Wagner Ballroom
 - Limes Lecture – Thursday, May 5, 2011 at 11:30 a.m. in the Wagner Ballroom.
 - Lockmiller Art History Lecture – TBD
2. Fall Back-to-School Dates
 - A. Academic Administrators return from vacation August 8
 - B. AAC – August 9, Tuesday – 9:00 a.m. to noon
 - C. New Faculty Orientation – August 10 (W)
 - D. Faculty Return – August 11 (TH)
 - Convocation – August 11 (TH) HBFFAC
 - 8:30 a.m. (refreshments in the Lockmiller Lobby)
 - 9:00 a.m. – 11:30 a.m. Convocation in the Ataloo Theatre
 - E. Regular Enrollment – August 12 (F)
 - F. Classes Start – August 15 (M)
 3. 2011-12 AAC Meeting Dates
The academic affairs council meeting dates for 2011-2012 were distributed with the caveat spring and summer dates are subject to change.
 4. Annual Reports (reports due June 30)
Annual reports must be submitted by June 30, 2011 to prepare the academic plan which is due July 15, 2011.
 5. Web Site - update
Dr. Anderson requested everyone’s web pages contain the most current information.
 6. Annual OSRHE Assessment Reports and other Assessment Issues – Dr. Teresa Rothrock
Dr. Rothrock provided the council with an assessment report submission checklist and an annual program assessment report per degree and major codes. There will be an assessment summit in September to provide assessment guidance.
 7. Department-at-a-Glance – status – Dr. Sheilynda Stewart
The Department-at-a-Glance reports are ninety-five percent completed.

VIII. New Business

1. Implementation of FY 12 Budgets
 - A. Budget distribution – Dr. Anderson will be sending out the budget allocations for FY12 next week to the Dean’s. The Deans will be responsible for distributing the information to the department chairs.
 - B. Equipment and Tech Fee allocations

- C. Jenzabar financials – Dr. Anderson reminded the council due to the rollover of current requisitions, the Jenzabar totals may seem larger.
 - D. Mid-July – projected day for new budget availability – Around July 10 or 15, the Jenzabar system should open for the FY12 budget year.
2. April 26, 2012: Faculty and Staff Recognition & Retirement – 5:30 p.m.
Please reserve this date for faculty and staff recognition and retirement only. No other campus activities should be schedule for this date.
 3. President’s Planning Retreat, July 14 & 15, 2011
The President’s Annual Retreat will be held July 14 and 15, 2011 at The Chickasaw Nation Cultural Center in Sulphur, Oklahoma. Dr. Anderson has sent an agenda via e-mail outlining who needs to attend what session.
 4. COI Policy Meeting, July 14, 2011
Council on Instruction Policy Meeting is set for July 14, 2011.

IX. Adjourn

Meeting adjourned at 11:45 a.m.