

ACADEMIC AFFAIRS COUNCIL
MINUTES

9:00 A. M. - Noon, July 16, 2010
Danley Hall, Room 235

I. Call to Order

The meeting was called to order at 9:00 a.m.

II. Roll Call

Members Present: Duane C. Anderson, Pamla Armstrong, Wendell Godwin , Claudia Hisle, Adrianna Lancaster, Bill Osborne, Jason Prather, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Bruce Weems, Rick Wetherill, Frank Williams

Absent: Mark Hollingsworth, Teresa Rothrock, Carlotta Lockmiller

Also Present: Brad Jessop

Recorder: Meredith Jones

III. Approval of Minutes, June 25, 2010

Minutes were approved as posted.

IV. VPAA Agenda

1. Policy Workshop, COI, July 8, 2010

Pamla Armstrong, Meredith Jones and Holly Sewell attended the OSRHE Policy Workshop webinar. The updated policy book is now available.

2. Calendar Dates

- July 19 – Last day to submit academic withdrawals (AW)
- July 20 – Last day to drop second four week course with guaranteed “W”
- July 20 – Enrollment for beginning freshman
- July 21 – ACT residual test at 8:00 a.m.
- July 23 – Enrollment for beginning freshman
- July 26 – Last day to drop second four week course
- July 27 – Final exams
- July 28 – Final exams
- July 29 – RUSO at NSU

3. Summer and Fall Enrollment

Summer enrollment is up 12.6% (FTE). Fall enrollment statistics will be distributed the last week of July.

4. Scheduling summer vacations

Summer vacations must be schedule between now and August 9, 2010.

5. Professional and support staff taking courses during work hours
Staff are allowed to take a maximum of three hours from the work week to attend day classes. Those hours must be “made up” by using a lunch hour, coming in early or staying late.
6. Staff Performance Appraisal
Supervisors are required to meet with Dr. Anderson prior to the appraisal meeting with the employee if that staff member does not meet or exceeds standards. All appraisals are due August 16, 2010.
7. Surplus PCs – allocations
Sequencing of computer labs will be discussed further in the Dean’s Council.
8. Grades due 10 a.m., July 30
Please remind faculty of deadline.
9. Work Study Report for FY10
Report was distributed.
10. Other
The faculty parking lot behind Horace Mann and Faust Hall will be closed August 2 – 6, 2010 for sealing and restriping.

V. Voluntary System of Accountability – website – Dr. Sheilynda Stewart

Dr. Stewart provided a demonstration of the East Central University profile on College Portrait website, <http://www.collegeportraits.org/OK/ECU> or the link on the ECU website top page.

VI. Unit Reports

Academic Advising Center – Ms. Claudia Hisle

The center is offering a Tiger Transfer Orientation on August 14, 2010. An analysis of transfer statistics was distributed.

Admissions and Records – Ms. Pamla Armstrong

The Office of Admissions and Records has seen a 30-40% increase in veterans’ applications.

Assessment – Dr. Teresa Rothrock

No report - absent.

CCECS/School of Graduate Studies – Dr. Rick Wetherill

Next week several new camps are beginning, such as The Chickasaw Art Academy, Seminole Diabetes and Lego camps. The School of Graduate Studies has received 238 applications for fall 2010.

College of Education and Psychology – Dr. Bill Osborne

No report.

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

The College of Liberal Arts and Social Sciences have received several applications for the Art History position.

College of Health and Sciences – Dr. Bruce Weems

No report.

Faculty Senate – Mr. Jason Prather

No report.

Information Technology – Mr. Frank Williams

The reimplementation of Jenzebar has been postponed until mid October. Work continues on the emergency notification system and surveillance system.

Institutional Effectiveness – Dr. Carlotta Lockmiller

No report – absent.

Institutional Research – Dr. Sheilynda Stewart

Quick Facts will be posted on the Institution Research web page next week.

Library/Distance Education – Dr. Adrianna Lancaster

All vacant positions have been filled except for the Academic Advisor/Program Coordinator for McAlester outreach site.

Office of Sponsored Programs and Research – Ms. Nancy Thomason

OSPR will be offering a grant writing workshop on September 20 and 21 featuring Bob Bradley. The workshop is offered to the public through Continuing Education and is free for ECU faculty and staff.

School of Business –Dean Wendell Godwin

Dr. Peterson has submitted her resignation as department chair. Seventeen new MS in Accounting applications have been received.

VIII. Old Business

1. FY11 Budgets

Brief discussion on the value of distributing the final original budgets, generally okay. Dr. Anderson will revise the budget forms before January.

2. Distinguished Lecture Series - Dates

- Rothbaum Lecture (Constitution Day)-September 17, 2010
- Watkins Lecture -TBD
- 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-TBD
- Parker Lecture- TBD
- Hedgehog and Fox Faculty Lecture-TBD
- Louise Young Diversity Lecture - TBD
- Pogue Lectureship- TBD
- Fisher Lecture (Scissortail Writers Festival) - March 31 - April 2, 2011
- George Nigh Outstanding Senior Luncheon – TBD
- Limes Lecture - TBD
- Lockmiller Art History Lecture – TBD

3. Fall Back-to-School Dates
 - A. Academic Administrators return from vacation August 9
AAC - August 9 Monday – 1:00 pm to 3:30 pm
 - B. New Faculty Orientation - August 11(W)
 - C. Faculty Return - August 12 (TH)
Convocation – August 12 (TH) 8:30 am (refreshments in the Lockmiller Lobby); 9:00 am – 11:30 a.m. Convocation in the Ataloo Theatre
 - D. Regular Enrollment - August 13 (F)
 - E. Classes Start - August 16 (M)

4. New Faculty Orientation - August
New faculty orientation agenda was distributed.

5. College/School/Department Meetings – August 12 - Thursday
Meetings are scheduled for 1:00 p.m. and/or later – times and locations to be determined.

6. Tiger Streak – August 14 and 15, Saturday and Sunday
Activities will be schedule for beginning freshman.

7. Block Party – August 15, 6:00 – 8:30 p.m.
More information will be forthcoming. Everyone is encouraged to attend.

8. Enrollment Dates for 2010-11
 1. Honors: November 1, 2010 (M)
 2. Early priority enrolment for current students: November 2 - 5, 2010 (T - F)
 3. Transfer Student Day: November 3, 2010 (W)
 4. Beginning Freshmen: November 30, 2010 (Th)
 5. Continuing enrollment for current and transfer students: November 8, 2010 to January 4, 2011
 6. Regular enrollment day: January 5, 2011
 7. Honors Enrollment Dates for Summer/Fall 2011: April 4, 2011 (M)
 8. Early priority enrollment for current students: April 5 - 8, 2011 (T - F)
 9. Transfer Student Day: April 6, 2011 (W)
 10. Summer 2011 continuing enrollment for current and transfer students: April 11 - May 31, 2011
 11. Beginning Freshmen Academic Scholarship Enrollment in 2010: April 9, (SAT), April 16 (SAT), 19, 20, 21 (T, W, Th)
 12. Summer School Regular Enrollment Day: May 31, 2011
 13. June & July 2011 Beginning Freshmen Enrollment Dates for Fall 2011:
June 7, 9, 14, 16, 21, 23, 28
July 7, 14, 19, 22
 14. Tiger Transfer Orientation Day (TTO)

January 4, 2011	1 - 5.00 pm
May 25, 2011	1 - 5.00 pm

9. April 28, 2011: Faculty and Staff Recognition and Retirement – 5:30 p.m.
Please reserve this date for faculty and staff recognition and retirement only.

10. AAC Work Plans for 2010-11 – discussion
The AAC work plan draft was distributed and discussed. College/School/Unit drafts are due by

August 9, 2010 and the final version is due September 14, 2010.

IX. New Business

1. Other business not known at this time

X. Adjourn

Meeting adjourned at 11:05 a.m.