

**ACADEMIC AFFAIRS COUNCIL  
MINUTES**

1:00 P.M. – 3:30 P.M., August 9, 2010  
Danley Hall, Room 235

**I. Call to Order**

The meeting was called to order at 1:00 p.m.

**II. Roll Call**

Members Present: Duane C. Anderson, Pamla Armstrong, Wendell Godwin , Mark Hollingsworth, Adrianna Lancaster, Carlotta Lockmiller, Bill Osborne, Jason Prather, Teresa Rothrock, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Bruce Weems, Rick Wetherill, Frank Williams

Absent: Claudia Hisle

Recorder: Meredith Jones

**III. Approval of Minutes, July 16, 2010**

Correction to minutes: “Enrollment Management” needs to be deleted from Dr. Lockmiller’s unit report.

**IV. Review AAC Work Plan for 2009-10**

Review of AAC Work Plan has been postponed until the September AAC meeting.

**V. Discussion of Second Year (Sophomore) Retention Efforts**

Dr. Anderson requested the deans work with their respective chairs and program directors on ways to increase second year retention. Dr. Stewart is currently developing a report to track the number of second year students and if they remained in their declared major or changed majors.

**VI. AAC Work Plan for 2010-2011**

College/School/Unit Final due September 14, 2010. There will be no revision to the AAC Work Plan.

**VII. Academic Plan & Strategic Plan for 2008-2012**

Review of the academic plan and strategic plan has been completed. The document is posted on the self study web page.

**VIII. Summer School 2010 Discussion**

Enrollment for summer 2010 was up 12.6%. Appreciation was expressed to the Deans for their role in getting grades posted on time.

**IX. Calendar dates/School start-up**

August 11	New faculty orientation, 8:30 am – 1:00 pm, DH 235 New faculty with deans/department chairs, 1:30 pm – as needed
August 12	Faculty returns Convocation refreshments, 8:30 am – 9:15 am, Lockmiller Lobby Convocation, 9:15 am – 11:30 am, Ataloo Theatre All staff meeting, 1:30 pm – 2:00 pm, Regents Room College/School/Department meetings, 2:00 pm – 4:00 pm as needed
August 13	Continuing enrollment and beginning enrollment

- August 14-15 Various activities for beginning freshmen
- August 15 Block party, 6:00 pm – 8:30 pm, Lawn @ Cole UC
- August 16 Classes begin
- August 20 Call for “no shows”
- August 25 Faculty office hours due
- August 27 Last day to drop 16 week course with 100% refund
- September 14 AAC retreat

**X. Enrollment Dates for 2010-11**

- |   |   |
|---|---|
| 1. <u>Honors:</u>   | November 1, 2010 (M)  |
| 2. <u>Early priority enrolment for current students:</u>                        | November 2-5, 2010  |
| 3. <u>Transfer Student Day:</u>   | November 3, 2010 (W)  |
| 4. <u>Beginning Freshman:</u>   | November 30, 2010 (Th)  |
| 5. <u>Continuing enrollment for current and transfer students:</u>              | November 8 – January 4, 2011                                    |
| 6. <u>Regular enrollment day:</u>   | January 5, 2011   |
| 7. <u>Honors enrollment dates for Summer/Fall 2011:</u>                         | April 4, 2011 (M)   |
| 8. <u>Early priority enrolment for current students:</u>                        | April 5 – 8, 2010 (T – F)                                       |
| 9. <u>Transfer student day:</u>   | April 6, 2011 (W)   |
| 10. <u>Summer 2011 continuing enrollment for current and transfer students:</u> | April 11 – May 31, 2011   |
| 11. <u>Beginning Freshman Academic Scholarship Enrollment:</u>                  | April 9 (Sat), April 16 (Sat)<br>April 19, 20, 21 (T, W, Th)    |
| 12. <u>Summer School Regular Enrollment Day:</u>                                | May 31, 2011  |
| 13. <u>June &amp; July 2011 Beginning Freshman Enrollment Dates</u>             | June 7, 9, 14, 16, 21, 23, 28 &<br>July 7, 14, 19, 22           |
| 14. <u>Tiger Transfer Orientation Day (TTO)</u>                                 | January 4, 2011, 1:00-5:00 p.m.<br>May 25, 2011, 1:00-5:00 p.m. |

**XI. Acting Director OSPR – Ms. Nancy Thomason**

1. Research Day at Cameron University, November 12, 2010 – Dr. Anderson will be providing transportation to Cameron. The Library will be providing training as well as assistance in producing student’s research posters.
2. OSPR Update - \$1.6 million in submitted proposals and \$4 million in re-funding. A new AmeriCorps grant has been funded to provide scholarships to students.
3. Voices Grant renovations in Horace Mann and Faust – Renee Hogue, Voices Project Director, has been working hard and will have the renovations completed in time for the start of classes.
4. Other – Currently working on IDC allocations.

**XII. Old Business**

1. Transfer Curriculum Faculty Meeting, September 23, 2010
2. Staff Evaluations and Merit Designations due August 17 – A conference with Dr. Anderson is only required if the employee exceeds expectations or does not meet expectations. If the employee meets expectations no conference is needed.
3. Classes with “staff” designations – Please submit schedule changes to assign instructors to courses with staff designations as soon as possible.
4. Part-time Faculty – Transcripts/Contracts – Part-time faculty will not received payment until all transcripts and contracts are received.
5. Program Review Schedule – The program review schedule was distributed. The following programs are scheduled for review in 2010-2011: Computer Science- BS, History-BA, Music-BS, Mass Communications-BS and Communication Studies-BA.
6. Service Learning – Civic Engagement Committee – The committee will need to meet before

- spring break 2011.
7. Distinguished Lecture Series – Dates for 2010-11
    - 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
  8. April 28, 2011: Faculty and Staff Recognition & Retirement – 5:30 P.M.  
Please reserve this date for faculty and staff recognition and retirement only.
  9. Status of Smart Classrooms, FY 11 plans – Dr. Adrianna Lancaster – Dennis Walden is currently working on getting the smart classrooms in Horace Mann up and running.
  10. Four-year Degree Plans Status – Ms. Holly Sewell – Four-year degree plans will be distributed soon for review and updates.
  11. Annual Accreditation Reports – procedure – Annual reports and self studies must be review by the appropriate dean and Dr. Anderson before being mailed.
  12. Gen Ed Night Schedule Update – due October 11, 2010
  13. Winter Intersession – DUE DATE AUGUST 27 to make the schedule book – Intersession forms must indicate who will be paying for the course and what budget number will be utilized.
  14. Other – Request for student evaluations of faculty teaching effectiveness will be sent out at the end of the month. Deans were encouraged to work closely with department chairs and program directors to adhere to the deadlines to assure a smooth process since new personnel will be organizing the evaluation. New faculty orientation sheets were distributed that outlined what needs to be covered by deans and department chairs during the new faculty college/school/unit orientation. The sheets including mentor assignments need to be returned to Holly Sewell.

### **XIII. New Business**

1. OSRHE Budget Survey – Needs for FY 12 – Dr. Anderson needs to be made aware of any big ticket items or staffing needs foreseen in the 2011-2012 fiscal year.
2. Program Review Schedule for FY 11 – Item was addressed under XII. Old Business, 5.
3. Other items not known at this time  
Frank Williams, Information Technology Director, encouraged AAC members to go to “My ECU” and under the staff tab enter their cell phone number to register for the new emergency alert system.

### **XIV. Adjourn**

Meeting adjourned at 2:45 p.m.