

**ACADEMIC AFFAIRS COUNCIL
MINUTES**

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

I. Call to Order

The meeting was called to order at 9:05 a.m.

II. Roll Call

Members Present: Duane C. Anderson, Pamla Armstrong, Wendell Godwin , Claudia Hisle, Mark Hollingsworth, Adrianna Lancaster, Katricia Pierson, Teresa Rothrock, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Brenda Walling, Bruce Weems, Frank Williams

Member Absent: Ben Harper, Carlotta Lockmiller, Rick Wetherill

Guests Present: Charlee Lanis, Shirley Mixon

Recorder: Meredith Jones

III. Approval of Minutes – July 18, 2011

Minutes approved as posted.

IV. Proposed AAC Work Plan for 2010-2011 – closeout

On July 27, 2011, Dr. Anderson sent electronically the final status report on the AAC 2010-11 work plan to AAC members.

V. Proposed AAC Work Plan for 2011-12

On July 27, 2011, Dr. Anderson sent electronically the draft AAC work plan for 2011-12. Council members were encouraged to start working on their college/school/unit work plan and incorporate any items in the AAC work plan that pertains to them into their college/school/unit work plan. College/school/unit drafts are due Friday, September 16, 2011.

VI. Academic Plan & Strategic Plan for 2008-2012 – closeout

On July 18, 2011, Dr. Anderson sent electronically the academic plan for 2011-12. Work will begin next semester to address the closing of the 2008-2012 plan.

VII. New Institutional Strategic Plan for 2012-16 and Academic Plans – development

More information regarding the development of the 2012-2016 plans will be forthcoming.

VIII. Summer School 2011 Discussion

Enrollment for summer 2011 is down 4.35% with 13,478 student credit hours as compared to summer 2010 with 14,091 student credit hours.

IX. Calendar dates/School Start-up

- August 10 New faculty orientation, Danley Hall Atrium
New faculty with deans/department chairs
- August 11 Faculty returns
Convocation – 8:30 a.m. (refreshments in the Lockmiller Lobby)
Convocation – 9:00 a.m. – 11:30 a.m., Ataloa Theatre
- August 12 Continuing enrollment, 8:00 a.m. – 5:00 p.m., Enrollment Centers
Beginning freshman enrollment, 8:30 a.m. – 5:00 p.m., Estep Center
- August 13-14 Various Activities for beginning freshmen
- August 14 Block party, 6:00 p.m. – 8:30 p.m., Pesagi parking lot
- August 15 Classes begin
- August 17 ACT residual test, 8:00 a.m.
- August 19 Call for “no shows”
- August 26 Last day to drop 16 week course with 100% refund
- September 20 AAC retreat

X. AVPAA Agenda – Dr. Katricia Pierson

1. New Faculty Orientation – New faculty orientation is scheduled for Wednesday, August 10 beginning at 8:30 a.m. in the Danley Hall atrium. A total of 31 new faculty and professional staff are scheduled to attend. The orientation will provide new employees with instructions on everything from syllabus construction to admission procedures.
2. Other – Dr. Pierson has been charged with getting uniformed name tags for staff to aid new employees with learning names and to project a more professional appearance. Dr. Pierson offered to purchase name tags for any faculty wishing to have a name tag. Deans were encouraged to speak with their faculty and instruct interested faculty to contact Dr. Pierson.

XI. OSPR – Ms. Nancy Thomason

1. Update on grants in FY12 – Ms. Thomason reported \$3 million has been approved for this year. Recent grants submitted include a grant to Chesapeake – Dr. Plumb, to Kerr Foundation – Dr. Jessop, to NSF – Dr. Ulrich, to Conoco Phillips – Dr. Thompson, to the Oklahoma Health Department – Dr. Bohan and Biles, to Southern Oklahoma Health – Dr. Miller and to AARP/Corporation for National and Community Service – Dr. Pappas.
2. Grants under development – Grants currently under development include a grant to the Texhoma Foundation and to a private foundation for an exercise program for pre-school children.
3. Other – Ms. Thomason distributed information concerning the 2011 Oklahoma Research Day scheduled for November 4, 2011 at Cameron University in Lawton, Oklahoma. Abstract submission deadline is September 30, 2011. A chartered bus has been reserved for the event and Dr. Lancaster is finalizing dates for poster development.

XII. Old Business

1. Staff Evaluations and Merit Designations due August 17 – When evaluations are completed, please make an appointment with Dr. Anderson to discuss them before meeting with the employee.

2. Classes with “staff” designations - Please submit schedule changes to assign instructors to courses with staff designations as soon as possible.
3. Part-time Faculty – Transcripts/Contracts – Part-time staff cannot be paid until Ms. Sewell has received an official transcript.
4. Service Learning – The Civic Engagement Committee will be meeting soon to discuss service learning.
5. Distinguished Lecture Series - Dates
 - Rothbaum Lecture (Constitution Day)-September 15, 2011
 - Watkins Lecture –TBD
 - Stokes Lecture – November 7, 2011 Reception in Regent’s 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 February or March
 - Louise Young Diversity Lecture – TBD
 - Pogue Lectureship– TBD
 - Fisher Lecture (Scissortail Writers Festival) - April 5-7, 2012
 - George Nigh Outstanding Senior Luncheon – TBD
 - Limes Lecture – May?
 - Lockmiller Art History Lecture – April 12, 2012 (RUSO Board meeting on ECU campus April 12 & 13)
6. April 26, 2012: Faculty and Staff Recognition & Retirement – 5:30 p.m.
Please reserve this date for faculty and staff recognition and retirement only.
7. Status of Smart Classrooms, FY 12 plans – Dr. Adrianna Lancaster – No new smart rooms will be added this year but replacement equipment will be purchased to keep up with repairs. Dr. Lancaster asked if equipment will be purchased from a grant or other funds please work with Denise Walden to insure compatibility.
8. Four-year Degree Plans Status – Ms. Holly Sewell - Updating of the four year degree plans is in process.
9. Annual Accreditation Reports – procedure – Upcoming annual reports and self studies need to be sent to Dr. Anderson prior to submission for review.
10. Winter Intersession – DUE DATE AUGUST 31 to make the schedule book - Intersession forms must be received by August 31, 2011 to be listed in the Spring 2012 schedule.
11. Other – The faculty handbook has been updated, reviewed by the Faculty Senate President last July and will be posted soon.

XIII. New Business

1. OSRHE Budget Survey – Needs for FY 13

Dr. Anderson needs to be made aware of any big ticket items or staffing needs foreseen in the 2011-2012 fiscal year.

2. Other items not known at this time

XIV. Adjourn

Meeting adjourned at 11:32 a.m.