

**ACADEMIC AFFAIRS COUNCIL  
RETREAT MINUTES**

9:00 A.M. – 3:00 P.M., September 14, 2010  
Regents Room

**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, Mark Hollingsworth, Charlie Jones, Adrianna Lancaster, Bill Osborne, Teresa Rothrock, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Bruce Weems, Rick Wetherill, Frank Williams

*Absent:* Carlotta Lockmiller

*Recorder:* Meredith Jones

*Others Present:* Dallas Coplin, Kevin Davis, Patricia Yarbrough

**III. Approval of Minutes, August 9, 2010**

Minutes were approved as posted.

**IV. Overview of Planning Retreat**

A review of planning retreat was presented by Dr. Anderson.

**V. Self Study Status Report**

Over the summer Dr. Lockmiller and Dr. Anderson reviewed the first draft of the self study and returned the draft to the committees with comments and suggestions. At this time the self study is on track to be completed in early December. Dr. Alvin Turner has agreed to perform a final edit. The site visit is scheduled for the last Sunday in October.

**VI. Review of Academic Affairs Annual Report for 2009-10 Data Section**

Dr. Anderson distributed the Academic Affairs Annual Report for the 2009-10 and highlighted a few points in the data section.

**VII. AAC Work Plans for 2010-11 Discussion/Review**

Dr. Anderson explained how the strategic plan and the work plan flow together. Each members of the committee provided the group with their three most important goals for the upcoming year.

**VIII. Planning**

**A. Implementation of the Technology Strategic Plan**

Mr. Williams reviewed the initiatives, priorities and recommendations established from the information technology strategic plan.

**B. Use of the HLC Self Study for Planning Purposes**

Dr. Anderson reiterated the importance of the strategic plan, work plan and the self study working together as a planning tool.

**C. Space Allocation Considerations**

Faust Hall – renovations to the auditorium and room 139 should be completed soon.

Horace Mann Building – only two rooms need final touch ups to be completed.

Instrumental Music Building – plans to renovate to provide kinesiology with additional classrooms and offices.

Education Basement – under review as a possible undergraduate research center.

**D. Hallie Brown Ford Fine Arts Center after one year**

Dr. Hollingsworth and Dallas Coplin presented an overview of the events provided in the Hallie Brown Ford Fine Arts Center this year as well as an overview of upcoming events.

**E. Assessment as Prelude**

Dr. Rothrock distributed the assessment review schedule and presented an overview of the general education assessment rotation plan.

**F. Retention Data**

Dr. Sheilynda Stewart provided the deans with retention data for their college/school.

Dr. Anderson asked the council members to brainstorm ways of increasing retention to be discussed at the next meeting.

**G. New Programs/Concentrations/Other Planning Issues**

No new degree programs planned other than possible concentration in Business Administration Tribal Management.

**H. Update on status and plans for Academic Advising Center**

Transfer enrollment is up 19.90% from last fall. In 2009-2010, 60.52% of transfer students were retained.

**I. Update on status and plans for Honors Program**

The Honors Program has moved to its new offices in Faust Hall. The program has 62 incoming students with an average ACT score of 28.

**J. Update on status of the Writing Center**

The Writing Center has also moved into its new office as of January 2010. Student usage is up 8% and the center has planned several workshops for students.

**IX. Provost Agenda**

1. Calendar dates – Due to time constraints, calendar dates were not read. Members were encouraged to review the academic calendar for important upcoming dates.
2. Fall semester enrollment – Fall enrollment is up 6.7% with an FTE of 3,874.4 as compared to 3,630.3 on September 10, 2009.
3. Legal Issues Conference, October 12, 2010 – Information regarding the Legal Issues in Higher Education Conference was distributed. Those members interested in attending need to contact Dr. Anderson by Thursday, September 16, 2010.
4. Other – not applicable.

**X. Unit Reports**

No reports were presented.

**XI. Old Business**

1. Faculty Transfer Curriculum Committee meeting, September 23, 2010
2. 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.
3. Part-time Faculty – Transcripts/Contracts – Ms. Sewell reported most all contracts have been completed and transcripts received.
  4. Program Review Schedule – Dr. Rothrock distributed the assessment review schedule previously in the meeting.
  5. Program Inventory – distributed.
  6. Service Learning – Civic Engagement Committee – The committee will be reconvening soon.
  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. Four-year Degree Plans Status – Ms. Holly Sewell – Four-year degree plans will be distributed soon for review and updates.
  10. Gen Ed Night Schedule Update – due October 11, 2010 – Discussion was tabled until the next dean's meeting.
  11. Other – Not applicable.

## **XII. New Business**

1. Other items not known at this time – Ms. Thomason reminded everyone of the call for abstracts for Research Day.

## **XIII. Adjourn**

Meeting adjourned at 3:00 p.m.