

**ACADEMIC AFFAIRS COUNCIL
MINUTES**

9:00 A.M., October 19, 2011
Danley Hall, Room 235

I. Call to Order

The meeting was called to order at 9:04 a.m.

II. Roll Call

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

Member Absent: Holly Sewell

Guests Present: Anne Davis

Recorder: Meredith Jones

III. Approval of Minutes – September 20, 2011

Minutes have not been posted as of yet but will be posted before next AAC meeting.

IV. APAA Agenda

1. Regional CAO VPAA Meeting, October 11, 2011 - Dr. Anderson provided an overview of the items discussed within the October meeting such as internal and external protest procedures, 3-year tenure processes, and ethic issues.
2. COI Meeting, October 11, 2011 - Dr. Anderson provided an overview of the items discussed within the October meeting such as instate and out-of-state policies, academic program reviews, IEP program certification and changes within OK Promise.

3. Calendar Dates

October 19	Classes meet tonight
October 20-21	Fall Break
October 22	ACT National Test
October 25 & 27	Little Dixie Music Contest
October 29	Boy Scout Badge Fair
October 29	The Chickasaw Nation ACT Prep
October 31- November 2	HLC Site Visit
October 31-November 4	Spring 2012 Pre-Enrollment
November 3	DECA Day
November 4	Research Day at Cameron University
November 5	Chickasaw Appreciation Day
November 7-11	Student Evaluations of Teacher Effectiveness
November 10	Literary
November 11	Veteran's Day (Armistice Day)

November 12 Lego Fair
November 15 AAC Meeting

4. Classes meet Wednesday night – October 19 – Dr. Anderson distributed a list of classes scheduled to meet tonight and encouraged the Deans to remind faculty that classes are required to meet as scheduled.
5. Three-year Tenure Review – Tenure review surveys were distributed via survey monkey. Response to the electronic version has been mostly positive.
6. Promotion and Tenure lists – Dr. Anderson will be conducting workshops the last week in November or the first week in December.
7. Early Enrollment for Spring 2012 – November 1-4, 2011 –
Monday, October 31 – Honors and sECUre success
Tuesday, November 1 – Graduates and Seniors
Wednesday, November 2 – Graduates and Juniors
Thursday, November 3 – Graduates and Sophomores
Friday, November 4 – Graduates and Freshman (except Beginning Freshman)
8. Transfer Student Early Enrollment, November 2, 2011 – Approximately, twenty-five transfer students have signed up to attend.
9. Beginning Freshman Early Enrollment for Spring 2012, November 29, 2011 – Advisement and enrollment for beginning freshmen is scheduled for 1:00 p.m. on Tuesday, November 29, in Estep Multimedia Center of the Bill S. Cole University Center.
10. Assistance to Departments – ECU Foundation document – Dr. Anderson distributed the assistance to department document to the deans.
11. Other – The Provost's Ad Hoc General Education Advisor's Committee will convene soon.

V. AVPAA Agenda – Dr. Katricia Pierson

1. UNIV 1001 & 3001 – Dr. Pierson is reviewing the curriculum for UNIV 1001 and is taking recommendation for structure of the course.
2. Course Equivalency Project – Dr. Pierson and several faculty attended the CEP meeting at UCO campus.
3. Program Review Dates – The committee has ten programs to review by May 2012.
January 6, 2012 – Program reviews due to deans
January 27, 2012 – Reviews due back to committee
February 10, 2012 – Final draft due to committee
4. Other – Ada Area Women's Conference is scheduled for November 18, 2011 at the Pontotoc Technology Center. Registration is \$50 and only a few tickets remain. For more information contact Dr. Hamby in the President's office.

VI. OSPR Director's Report – Ms. Nancy Thomason

1. Research Day at Cameron University, November 4, 2011 – Over seventy students have registered for Research Day. The bus will load on the west side of Hallie Ford Brown Fine Arts

Center and will be leaving campus at 5:30 a.m. Students and faculty wanting to ride the bus need to register with Norma Stettler in the OSPR office. The Library has provided poster sessions with low attendance. Dr. Anderson reminded the council students must use the ECU format in order to participate in Research Day.

2. OSPR update – Funding for this year totals 6.6 million, down some from last year at this time which was 7.1 million. New grants funded include: \$2,000,000 Title III, \$300,000 CIRCAW, \$500,000 EOC, \$40,000 State Victims Academy and \$61,000 Social Work. Several grants were submitted this month which included: two to the Oklahoma State Regents for Higher Education, one to the Rotary Foundation, and one UAP proposal. Grants in development include a debate grant, Library grant and language grant.
3. Other – None.

VII. Status of Preparations for HLC Site Visit – Dr. Shirley Mixon - The HLC site visit team will arrive on Sunday, October 30, 2011 and leave on Wednesday, November 2, 2011. Dr. Mixon reviewed the schedule for the visit and will be sending e-mail request to various meetings with the team. Danley Hall room 235 will be the resource room for the site visit.

VIII. Unit Reports

Academic Advising Center – Ms. Claudia Hisle

Transfer enrollment is scheduled for Wednesday, November 2, 2011. Transfer students will be released to departments at 2:00 p.m.

Admissions and Records – Ms. Pamla Armstrong

No report

Assessment – Dr. Teresa Rothrock

The Assessment Summit went well.

CCECS/School of Graduate Studies – Dr. Rick Wetherill

The Continuing Education winter catalog will be distributed soon. Interviews are currently under way for a CPE coordinator. Graduate applications for Spring 2012 are up 18 applications from this time last year.

College of Education and Psychology –Dr. Brenda Walling

The Kinesiology open house was attended well. The Psychology faculty recently attended their state meeting and will be preparing for a program review. The Education department submitted two grants to the State Regents for Higher Education.

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

The Fine Arts Season sessions have begun. Several events have recently taken place such as the Blithe Spirit production, The David Phelps Art Show, Tigerpalooza Marching Band Competition, and Jim Peterik performance and songwriting class.

College of Health and Sciences – Dr. Bruce Weems

Ethics training will be provided for students and faculty by Linda Mason of the Oklahoma State Regents for Higher Education. The training is required for any student or faculty involved in research which is federally funded. Dr. Weems is still looking for volunteer judges for the Chickasaw Lego Robotics Competition on Saturday, November 12.

Faculty Senate – Mr. Jeff Williams

No report.

Information Technology –Mr. Frank Williams

No report.

Institutional Research – Dr. Sheilynda Stewart

The Student Demographic Report for Fall 2011 is completed and posted online. The IPED's data has been collected and submitted. Dr. Stewart is currently working on the data for Brain Gain and the 2011 Fact Book.

Library/Distance Education – Dr. Adrianna Lancaster

The Library conducted the "Pimp Your Cart" competition for homecoming. A Halloween party is scheduled for October 27, 2011 from 3:00 p.m. to 6:00 p.m. in the Library. The blackboard update process continues.

School of Business –Dean Wendell Godwin

The groundbreaking ceremony for the new school of business went well despite the wind. Dean Godwin distributed copies of the school of business new advisement form. Business students must have a signed form accompanying enrollment form before they can enroll.

IX. Old Business

1. Distinguished Lecture Series - Dates

- Rothbaum Lecture (Constitution Day)-Monday, September 19, 2011, 6:30 p.m. Estep Multimedia Center, Dr. Jennifer Weber, University of Kansas "Lincoln and Executive Power"
- Watkins Lecture –TBD
- Stokes Lecture – Monday, November 7, 2011 Reception in Regent's Room and Public Lecture at 6:30 pm, followed by the lecture in Estep Multimedia Center
- Native American Studies Program Lectures – TBD
- ECU Women's Club Lecture – Monday, November 21, 2011, 4:00 p.m., Estep Multimedia Center, Dr. Robin Murphy and Dr. Teresa Rothrock
- Boswell Lecture – TBD
- Parker Lecture – Wednesday, November 9, 2011, Estep Multimedia Center
- 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 in April
- Limes Lecture – May?
- Lockmiller Art History Lecture – April 12, 2012 (RUSO Board meeting on ECU campus April 12 & 13)

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.

3. Service Learning – Civic Engagement Committee – Committee to meet soon.

4. Faculty Performance Evaluation Document – Committee to meet soon.

5. Stipend – A meeting to discuss stipends is scheduled for Wednesday, October 19th.
6. Other – None.

XIII. New Business

1. Other items not known at this time – None.

XIV. Adjourn

Meeting adjourned at 11:45 a.m.