

ACADEMIC AFFAIRS COUNCIL  
MINUTES

9:00 A. M. – 11:00, October 20, 2010  
Danley Hall, Room 235

**I. Call to Order**

The meeting was called to order at 9:07 a.m.

**II. Roll Call**

Members Present: Duane C. Anderson, Pamla Armstrong, Wendell Godwin , Claudia Hisle, Mark Hollingsworth, Adrianna Lancaster, Carlotta Lockmiller, Teresa Rothrock, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Bruce Weems, Rick Wetherill,

Absent: Charlie Jones, Bill Osborne, Frank Williams

Also Present: Brenda Walling

Recorder: Meredith Jones

**III. Approval of Minutes, September 14, 2010**

Minutes were approved as posted.

**IV. VPAA Agenda**

1. Regional CAO VPAA Meeting, October 19, 2010

Dr. Anderson provided an overview of the items discussed within the meeting such as the technical degree crosswalk and the HLC visits for Panhandle State University, Cameron University and Southwestern Oklahoma State University.

2. COI Meeting, October 19, 2010

Dr. Anderson provided an overview of the items discussed within the meeting such as the assessment policy draft development.

3. Calendar Dates

October 20 – Night classes DO meet  
October 23 – ACT National Test  
October 23 – Tiger Football at Southeastern  
October 26 – Little Dixie Music Contest in FBFAC  
October 28 – Little Dixie Music Contest in FBFAC  
November 1-5 – Pre-Enrollment Week Begins  
November 3 – Transfer Enrollment Day  
November 5 – RUSO at Southwestern  
November 8 – Walk-in Enrollment Begins  
November 9 – SE District FCCLA  
November 12 – Research Day at Lawton  
November 16 – AAC Meeting

4. Classes meet Wednesday night – October 2010  
Dr. Anderson will be checking to make sure that night classes are meeting.
5. Three-year Tenure Review  
Tenure review is progressing.
6. Promotion and Tenure lists  
Next week the deans will be sent promotion and tenure lists to verify.
7. Early Enrollment for Spring 2011, November 1-5, 2010  
Monday, November 1 – Honors Students  
Tuesday, November 2 – Graduates and Seniors  
Wednesday, November 3 – Graduates and Juniors  
Thursday, November 4 – Graduates and Sophomores  
Friday, November 5 – Graduates and Freshman (not beginning freshman)
8. Transfer Student Early Enrollment , November 3, 2010  
Transfer enrollment day is scheduled for Wednesday, November 3, 2010.
9. Beginning Freshman Early Enrollment for Spring 2011, November 30, 2010  
Beginning freshman spring advisement and enrollment is scheduled for Tuesday, November 30, 2010. The Academic Affairs calendar's original version incorrectly listed beginning freshman enrollment on Tuesday, November 23, 2010.
10. Other  
Summer School Schedule for 2011 and the Academic Common Market Program Inventory were distributed and discussed.

**V. Acting Director OSPR – Nancy Thomason**

1. Research Day at Cameron University, November 12, 2010 – Ms. Thomason reported there are only nine seats remaining on the bus for students and faculty attending Research day. Event organizers predict this Research Day to be the largest to date.
2. OSPR Update – 8 million funded.
3. Other – Grant Research Specialist, Dr. Whitney has resigned and the search to fill her position continues.

**VI. Status of Institutional Response to Last HLC Self Study – Dr. Carlotta Lockmiller**

Dr. Lockmiller distributed information outlining the 2001 HLC Concerns and discussed the progress that has been made to address these concerns.

**VII. Unit Reports**

Academic Advising Center – Ms. Claudia Hisle

The center is preparing for transfer enrollment day on November 3, 2010 starting at 12:30 p.m. and expects students will be meeting with departments around 2:00 p.m. Ms. Hisle expressed her concern for the increased number of students receiving a D or F on mid-term grades.

Admissions and Records – Ms. Pamla Armstrong

Four members of the Office of Admissions and Records attended the Cognos 8 training and are currently involved in rebuilding their reports in the new Cognos version. Ms. Armstrong asked the council members to be patient with her office during this conversion time.

Assessment – Dr. Teresa Rothrock

Dr. Rothrock announced the beginning of unit reviews starting with the Library which took place last week. Dr. Rothrock attended the new faculty training to stress the importance of assessment planning to new faculty. Over fall break, Dr. Rothrock will be attending the 2010 Assessment Institute in Indianapolis.

CCECS/School of Graduate Studies – Dr. Rick Wetherill

Spring 2011 applications are up from 81 this time last year to 85. It is estimated 125 graduate students will graduate this December. Dr. Hollingsworth expressed his appreciation to the CCECS for the facilitation of recent camps.

College of Education and Psychology – Dr. Brenda Walling for Dr. Bill Osborne

The college is currently working with Dr. Lancaster, Dr. Wetherill and Dr. Harris to test a feature of Blackboard that identifies plagiarism. Dr. Walling announced Elizabeth Smith, ECU Alum and Byng Jr. High teacher, has been named as Oklahoma Teacher of the Year.

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

Garrison Keillor, host of *A Prairie Home Companion* and of *The Writer's Almanac*, will feature poems by Ken Hada in his program October 25, 27 & 30. Dr. Hollingsworth announced the many events the college has sponsored in the recent months including the Chalk Festival, the Rothbaum, Constitution Day Lecture featuring Walter Echo-Hawk, and the Motorcycle Rally. Upcoming events include the Little Dixie Music Contest on October 26 & 28 and a production of "A Mid-summer's Night Dream" performed by the Aquila Theatre scheduled for Tuesday, November 2, 2010.

College of Health and Sciences – Dr. Bruce Weems

The Chickasaw Nation is seeking judges and referees for the Regional First Lego League competition to take place on Saturday, November 20, 2010 at ECU. No technical knowledge is needed and training will be provided on November 3 & 9, 2010.

Faculty Senate – Dr. Charlie Jones

No report – absent.

Information Technology – Mr. Frank Williams

No report – absent.

Institutional Effectiveness – Dr. Carlotta Lockmiller

HLC is progressing well. The criterion leaders met on October 13, 2010 and discussed sources of data and possible strategies for organizing the information. December 4, 2010 is the deadline for the 2<sup>nd</sup> draft.

Institutional Research – Dr. Sheilynda Stewart

Dr. Stewart reported 92 hits to ECU's VSA college portrait web information from as far away as The Netherlands. The ECU Fact Book first draft is completed and will be posted on the website soon. Dr. Stewart attended the Cognos 8 training has estimated a month to rebuilding her reports in the new version.

Library/Distance Education – Dr. Adrianna Lancaster

Today is Verlene Schaefer's last day. The Library is currently seeking to fill the position of instructor. There were a total of nine carts entered in this year's pimp your cart contest.

School of Business –Dean Wendell Godwin

The School of Business Alumni Luncheon was a success raising over \$1,000. The school has initiated several new projects such as the clothing bank and mentoring program. Last Thursday mock interviews were held with a total of 36 hours of interviewing time provided to students. The school has placed high in two national competitions and provided several lectures. The faculty is currently working towards addressing deficiencies in the advising process.

**VIII. Old Business**

1. Distinguished Lecture Series - Dates

- Rothbaum Lecture (Constitution Day)-September 16, 2010, 7:00 p.m., Ataloo Theatre
- 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

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

3. Preliminary Enrollment Report for Fall 2010

Dr. Anderson distributed the preliminary enrollment report for Oklahoma higher education and highlighted ECU's enrollment numbers as compared to other regional and state universities.

4. Follow-up on "one big retention idea"

For the members of the council who have not yet submitted their one big retention idea there is still time to do so.

5. Service Learning – Civic Engagement Committee

The committee will reconvene after fall break.

6. Faculty Performance Evaluation Document

The faculty performance evaluation committee will meet within the first two weeks of November to address the evaluation document.

7. Stipend

A stipend will be available to E & G, Part I full time employees hired before January 1, 2010

who have been evaluated and received a rating other than “does not meet standards”. The stipend will be distributed in the November payroll.

8. Other  
None.

**IX. New Business**

1. Other business not known at this time

**X. Adjourn**

Meeting adjourned at 11:30 a.m.