

**ACADEMIC AFFAIRS COUNCIL
MINUTES**

9:00 A.M., November 15, 2011
Danley Hall, Room 235

I. Call to Order

The meeting was called to order at 9:02 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, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Brenda Walling, Bruce Weems, Rick Wetherill, Frank Williams, Jeff Williams

Recorder: Meredith Jones

III. Approval of Minutes – September 20, 2011 and October 19, 2011

Minutes approved as posted.

IV. HLC Site Visit Review

Dr. Anderson discussed items presented in the HLC site visit exit meeting. He conveyed to the council that “things couldn’t have gone better”. No follow up reports were recommended by the HLC site visit team. Dr. Anderson expressed his appreciation to those who helped with the HLC self study. He also provided the HLC teams’ comments on each criterion of the self study and outlined what to expect in the next ten years in regards to HLC accreditation.

V. APAA Agenda

1. Calendar Dates

November 16	ACT Residual Test
November 21	Last Day to Drop 2 nd 8-week courses with guaranteed “W”
November 22	Night Classes DO MEET
November 23	Final Fall 11 Load Report Due
November 28	Last Day to Drop 16 week courses
November 29	Beginning Freshman Spring Advisement/Enrollment
December 2	Last Day to Drop 2 nd 8-week courses
December 9	All Intercession request for Student Evaluations Due
December 10	Commencement
December 13	Grades are Due by 10:00 a.m.
December 14	AAC Meeting

2. Beginning Freshman Enrollment for Spring 2012, November 29, 2011 – As of today 17 students have signed up for beginning freshman enrollment that number is down some from last year.

3. Tenure (Noon, December 1, 2011) and Promotion (Noon, December 2, 2011) Workshops – Letters for tenure and promotion will be sent out soon. Dr. Anderson will be conducting a tenure workshop on Thursday, December 1, 2011 and a promotion workshop on Friday, December 2, 2011.
4. Enrollment Report: Early Enrollment for Spring 2012 – Spring enrollment is up 1.7% (FTE).
5. Calling Tree – a) update your numbers with me; b) update your unit's calling tree – If your contact information has changed since last year or you are new to the council please send Dr. Anderson your contact information so you may be contacted in case school closes due to increment weather. Dr. Anderson encouraged everyone to update contact information within their units as well.
6. Research Day 2012 – Date to be determined. Location UCO – Research Day will be moving back to the University of Central Oklahoma.
7. Fall Student Evaluation of Faculty Teaching Performance – Available January 10, 2012 – The deans will be needing evaluation data by January 10, 2012.
8. Other – a) Line up for commencement will be distributed soon. The speaker for this semester's commencement is ECU alum and Shawnee Attorney, Terry West. b) An agreement with The Learning Center is being developed to provide the delivery of ESL instruction to incoming Chinese students. c) The academic calendar is being developed and will be voted upon when the committee meets on Tuesday, December 6, 2011.

VI. AVPAA Agenda – Dr. Katricia Pierson

1. UNIV 1001 & 3001 – Dr. Pierson continues to revise the curriculum for UNIV 1001 and expanding it into not only an introduction to the University but to specific majors as well. She has proposed changing it to five weeks instead of sixteen and would like to have more faculty involvement with UNIV 1001 to build student/faculty relationships and improve retention. Dr. Pierson is restructuring the UNIV 1001 student workbooks to include important dates and deadlines. She asked if there are specific college/school dates that you would like to include in the book please contact her.
2. Program Review Dates – Previous dates of January 6, 2012 – Program reviews due to deans January 27, 2012 – Reviews due back to committee and February 10, 2012 – Final draft due to committee have been pushed back two to three weeks.
3. New Faculty Survey Results – Dr. Pierson conducted an online survey evaluating the new faculty orientation. Twenty-two new faculty attended the orientation but she has received only 14 survey results. The information collected will be used to improve how new faculty is orientated to the University.
4. Scranton Issue – Dr. Pierson is investigating a new way to collect data concerning student evaluations of faculty effectiveness that would capture trend data, comparison data and eliminate the need to individually type comments. The evaluations would be printed in house and could also be customize to specific classes. The current obstacle is the price of initial set up.
5. Other – None.

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

1. Research Day at Cameron University, November 4, 2011 – ECU had 51 students attend Research Day; a drop from last year by 24 students. The presentations went well.
2. OSPR update – Funding for this year totals 6.8 million, down some from last year at this time which was 8.3 million. New grants funded include: Vocational Rehabilitation, NEA Art grant, and a shooting club grant. Several grants were submitted this month which included: an art grant, a debate grant, Library grant, social work grant and language grant. Grants in development include Upward Bound, a breast cancer grant, EPA grant and a history grant.
3. Other – None.

VIII. Unit Reports

Academic Advising Center – Ms. Claudia Hisle

No report

Admissions and Records – Ms. Pamla Armstrong

No report

Assessment – Dr. Teresa Rothrock

The Office of Assessment is working on activation of the general education committee and will be providing workshops as follow up from the recent assessment summit.

CCECS/School of Graduate Studies – Dr. Rick Wetherill

The Continuing Education winter catalog has been published and distributed. Interviews have been complete for a CPE coordinator. Graduate applications for Spring 2012 are up 14 applications from this time last year. The Green Jobs grant just concluded a grant review

College of Education and Psychology –Dr. Brenda Walling

The Stokes Lecture went well. There was a good turn out and the speaker was very motivational. Recently, the Education Department hosted 30 teachers on campus as part of a grant follow up. The Kinesiology Department is proud to announce a new PhD in their department; Dr. Jeff Williams successfully defended his dissertation. The Psychology department numbers continue to increase.

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

November is Native American month and several activities have been planned through the month to honor Native Americans. Several events have recently taken place such as the 16th Annual Literacy Festival, an Opera performance, renowned sculpture Jesus Morales class presentation, the Little Dixie Contest and the Chalk Art Festival. Future events include a production of “A Shot in the Dark” and “Line Upon Line Percussion” performance.

College of Health and Sciences – Dr. Bruce Weems

The Chickasaw Lego Robotics Competition was held on Saturday and Dr. Weems expressed his appreciation to all those who helped. Sixteen students presented their research at the Oklahoma Academy of Science. Dr. Weems has not received final documentation but has been told ECU will be receiving a grant from the Texhoma Health Foundation.

Faculty Senate – Dr. Jeff Williams

Dr. Williams was happy to report Dr. Ben Harper will be returning soon as the faculty senate representative on the Academic Affairs Council. Dr. Williams also expressed gratitude for support and encouragement he received during his pursuit of his doctorate.

Information Technology –Mr. Frank Williams

Mr. Williams announced the website redesign committee would be meeting soon and if anyone would like to suggest members for the committee please contact him. Mr. Williams also discussed the recent issues with e-mail security. Information Technology is looking at Friday, December 30, 2011 as down day. Please let Mr. Williams know if this is not a good date.

Institutional Research – Dr. Sheilynda Stewart

Dr. Stewart has been updating the VSA college portrait data and working on providing information online to comply with the Right to Know Act. Dr. Stewart presented feedback of the National Survey on Student Engagement (NSSE) data for ECU. Dr. Stewart recently attended the Southern Association of Institutional Research 2011 Conference in Atlanta, GA and provided details regarding efforts to improve student response to surveys.

Library/Distance Education – Dr. Adrianna Lancaster

Last Thursday Dr. Alvin Turner provided a talk on his book *Hanging Men*. The Library is currently working on updating to Blackboard 9 and will be providing training this spring semester. Currently, 25 courses are being reviewed for spring. Outreach enrollment is up for Ardmore, Shawnee and down slightly for McAlester. The ECU Women's Club lecture is scheduled for Monday, November 21, 2011 at 4:00 p.m. in the Estep Multimedia Center, Dr. Robin Murphy and Dr. Teresa Rothrock will be lecturing about Feminism in Academia. Dr. Lancaster reminded the council that the women's basketball session will begin tonight verses St. Gregory's.

School of Business –Dean Wendell Godwin

DECA Day was successful with around 100 students in attendance from Noble, Latta and Ada Public Schools. Recently students from the School of Business attended an ethics competition. Dean Godwin has accompanied recruiters to local High Schools and has several speaking engagements plans in the upcoming weeks.

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 – The committee is scheduled to meet on Tuesday, November 29, 2011.
5. Stipend – President Hargrave has distributed an e-mail informing staff and faculty of the details concerning this year's stipend. Dr. Anderson reminded the council stipends only apply to full-time faculty or staff who have completed a yearly evaluation. Grant employees are not eligible for the stipend because they receive yearly salary raises as written in each grant.
6. Three-year Tenure Review – Survey results have been picked up by committee chairs except for Dr. Ben Finley.
7. FY 13 budget development status – Preparation for the development of FY13 will begin after the winter break.
8. Other – None.

XIII. New Business

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

XIV. Adjourn

Meeting adjourned at 11:33 a.m.