

**ACADEMIC AFFAIRS COUNCIL
MINUTES**

9:00 A. M., December 14, 2010
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, Charlie Jones, Adrianna Lancaster, Carlotta Lockmiller, Bill Osborne, Teresa Rothrock, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Bruce Weems, Rick Wetherill, Frank Williams

Absent: None

Recorder: Meredith Jones

III. Approval of Minutes, November 16, 2010

Minutes approved as posted.

IV. VPAA Agenda

1. COI Meeting, December 9, 2010
2. Dr. Anderson provided an overview of the items discussed within the meeting such as the issues surrounding the assessment policy revision, FY12 budget forecast and a recruiting trip to Vietnam.
3. Calendar Dates
 - December 14 – Fall grades due at 10:00 a.m.
 - December 15 – ACT residual test at 8:00 a.m.
 - December 15 – Fall grades available on web
 - December 17 – Offices close at 5:00 p.m.
 - December 18 – January 2 – Winter Break
 - January 3 – Offices open at 8:00 a.m.
 - January 3 – ACT residual test at 8:00 a.m.
 - January 5 – Intersession ends
 - January 7 – Final submission of summer 2011 schedule
4. Back-to-School Dates and Meetings
 - January 3, Monday, 8:00 A.M. - University offices open
 - January 3, Monday, **1 P.M.** - AAC Meeting in DH 235 (note time)
 - January 4, Tuesday, 8:00 A.M. - Faculty Return
 - January 4, Tuesday, 8:45 A.M. - HBFFAC, Lockmiller Lobby - refreshments
 - January 4, Tuesday, 9:30 A.M. - General Faculty and Staff Meeting, HBFFAC, Ataloe Theatre
 - January 5, Wednesday, 8:00 A.M. - Enrollment for continuing and transfer students

January 5, Wednesday, 8:30 AM - Beginning Freshman Enrollment - Estep
January 6, Thursday, CLASSES BEGIN

5. Enrollment Report: Enrollment for Spring 2011
Spring enrollment is up 5.1% (FTE).
6. Winter Intersession and procedures
Intersession started Monday, December 13, 2010 and will run until Wednesday, January 5, 2010.
7. Academic Calendar for 2011-12
The academic calendar dates are being developed.
8. Other
None.

V. Acting Director OSPR – Ms. Nancy Thomason

1. OSPR update - As of July 1, 2010, 8.8 million funded, two education grants submitted this week, two more grants in development this week. Ms. Thomason reported more grants are needed to maintain the level of funding produced in past years.
1. Other – The position of Grants Research Specialist to replace Dr. Whitney has not be finalized yet.

VI. Unit Reports

Academic Advising Center – Ms. Claudia Hisle

Ms. Hisle reported 458 transfer students enrolled for the Spring 2011 semester as compared to 383 students at this time last year. Currently only five beginning freshman have registered for enrollment on January 5, 2011. Ms. Graham has schedule a Tiger Transfer orientation for January 4, 2011.

Admissions and Records – Ms. Pamla Armstrong

Grades are due today. Only a couple of faculty has yet to enter grades. Graduation last Saturday went well.

Assessment – Dr. Teresa Rothrock

The University Assessment Committee completed twelve reviews this year. Dr. Rothrock expressed her gratitude to the committee for their efforts. On average the committee will review seven to ten programs yearly. The purpose for reviews is to obtain useful data to be used in the program decision making process for the department.

CCECS/School of Graduate Studies – Dr. Rick Wetherill

In conjunction with the Ada Chamber of Commerce, East Central University will host the Oklahoma Green Expo April 24 and 25, 2011.

College of Education and Psychology –Dr. Bill Osborne

Dr. Osborne discussed possible legislation that would impact the College of Education. The process of hiring a School Psychology faculty position continues.

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

Dr. Hollingsworth reported several successful events including Moosletoe and the opera, Marriage of

Figaro. The renovation of Faust Hall Auditorium is complete with smart technology and seating for ninety. Dr. Hollingsworth recognized the achievement of two students. Ryan Ringle's art was featured in a Daily Oklahoman article and Eric Hollingsworth research paper for his contemporary art class was accepted by in the Baltimore Museum of Art.

College of Health and Sciences – Dr. Bruce Weems

Dr Weems announced the resignations of two nursing instructors, Joe Hendrix and Sandra Weiland. The College is currently advertising for a position in Chemistry and a Mathematics Chair.

Faculty Senate – Dr. Charlie Jones

No new issues to report.

Information Technology – Mr. Frank Williams

Mr. Williams reported the network work down day will be Sunday, January 2, 2011.

Institutional Effectiveness – Dr. Carlotta Lockmiller

Dr. Lockmiller is currently reviewing the second draft of the HLC self study. Program review final reports are due March 4, 2011.

Institutional Research – Dr. Sheilynda Stewart

Dr. Stewart discussed the changes in the IPEDS survey. Dr. Stewart reported she is working on updating the HLC snapshot, our College Portrait information and the assessment report. She announced an upcoming webinar on March 9, 2011.

Library/Distance Education – Dr. Adrianna Lancaster

Dr. Lancaster announced a new vacancy of the records assistant and the hiring of Jackie Campbell as the new circulation assistant. Distance education courses are currently under review.

School of Business –Dean Wendell Godwin

The search for funding for the new business center continues. Mr. Godwin attended the faculty senate and staff council this month.

VII. Old Business

1. Distinguished Lecture Series - Dates

- Rothbaum Lecture (Constitution Day)-September 16, 2010, 7:00 p.m., Ataloe 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-Dr. Rich Alford, March 23, 2011 at 2:00 p.m., Estep Multimedia Center
- 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. 2010 Research Day Report
Dr. Anderson has received the data from the 2010 Research Day but has requested the data show the number of presentations per University as opposed to the number of students presenting.
3. Research Day 2011 – tentative date November 4
4. Status of summer school 2011 schedule development
The first draft of the summer schedule was e-mailed to the dean's secretaries on Monday. Dr. Anderson requested the deans review the schedule carefully.
5. Status of fall 2011 semester schedule development
The class schedule is currently in still at the dean's offices.
6. Schedule Second Eight Week Class Sections for fall 2011
Dr. Anderson asked the deans to consider offering additional second week courses to accommodate students needing full time status.
7. April 28, 2011: Faculty and Staff Recognition & Retirement – 5:30 p.m.
Please reserve this date for faculty and staff recognition and retirement only.
8. Computer Lab Schedules between Semesters – Campus Police
Campus police will be monitoring the computer labs over the winter break. No students should be in the computer labs without notification of campus police.
9. Winter Intersession – Assessment Lab hours
The assessment lab will be closed over winter break.
10. Cancellation of small classes – See me before you leave this week.
Dr. Anderson requested the deans meet with him regarding cancellation of courses with low enrollment.
11. Other
None.

VIII. New Business

1. FY12 budget forms and timelines
After the break, Dr. Anderson will be distributing budget forms with last year's amounts to assist in the budget development for next year.
2. Other items not known at this time
None.

IX. Adjourn

Meeting adjourned at 11:50 a.m.