

**ACADEMIC AFFAIRS COUNCIL  
MINUTES**

9:00 A.M., December 14, 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, Holly Sewell, Sheilynda Stewart, Nancy Thomason, Brenda Walling, Bruce Weems, Rick Wetherill, Frank Williams

Absent: Ben Harper and Teresa Rothrock

Recorder: Meredith Jones

**III. Approval of Minutes – November 15, 2011**

Minutes approved as posted.

**IV. VPAA Agenda**

1. COI Meeting, November 17, 2011 and December 7, 2011 Dr. Anderson provided an overview of the items discussed within the November and December meetings such as polices concerning coaches and faculty assignments, assistant professor appointments, new restructuring of Southeastern Oklahoma State University administrative structure and new rules concerning end-of-year instruction for high school students.
2. Calendar Dates

December 14	ACT Residual Test
December 19-January 2	Winter Break
January 3	Offices open at 8:00 a.m.
January 4	AAC Meeting at 9:00 a.m.
January 6	Final Submission of Summer 2012 Schedule Due
January 6	Tiger Transfer Orientation
January 9	Faculty Return
January 10	Beginning Freshman Advisement/Enrollment
January 10	Regular Enrollment Day
January 11	Classes Begin
3. Back-to-School Dates and Meetings

January 3, Tuesday, 8:00 a.m. – University offices open  
January 4, Wednesday, 9:00 a.m. – Noon – AAC Meeting in DH 235  
January 9, Monday 8:00 a.m. – Faculty return  
January 9, Monday, 8:30 a.m. – Convocation, HBFFAC, Lockmiller Lobby – refreshments  
9:00 a.m. – General Faculty and Staff Meeting, HBFFAC, Ataloe Theatre  
January 9, Monday, 10:12a.m. -11:30 a.m. – Department Chair Forum, HBFFAC ROOM 158  
January 10, Tuesday, 8:00 a.m. – 5:00 p.m. – Beginning Freshman Enrollment, Estep Center

January 11, Wednesday, CLASSES BEGIN

4. Enrollment Report: Enrollment for Spring 2012 - Spring enrollment is down 2.9% (FTE).
5. Winter Intersession and Procedures – Pamla Armstrong reported that she lacked an intersession packet for the First Aid course.
6. Academic Calendar for 2012-13 – Dr. Anderson distributed the academic calendar dates for 2012-13.
7. Enrollment Dates for 2012-13 - Dr. Anderson distributed the enrollment dates and deadlines for 2012-13.
8. Academic Committee Meeting January 31, 2012, 3:30 p.m. – Academic Committee Meeting is scheduled to meet January 31, 2012 at 3:30 p.m. in Danley Hall, room 235.
9. Other – none.

**V. AVPAA Agenda – Dr. Katricia Pierson**

1. New Faculty Orientation Survey Results – Dr. Pierson conducted an online survey evaluating the new faculty orientation. Twenty-two new faculty attended the orientation but she received 16 survey results. The information collected will be used to improve how new faculty is orientated to the University.
2. Faculty Advising – Dr. Pierson discussed issues with students enrolling in UNIV 3001 who have not earned the minimum 45 hours.
3. Program Review Dates – Program review drafts are due to the deans on January 27, 2012 and will be returned to the author no later than February 17, 2012. The final program review will be due to the committee on March 2, 2012.
4. Class Climate – student evaluation issues – Dr. Pierson discussed the issues concerning the current student evaluation process and provided the council with samples of the proposed evaluation system – Class Climate. Class Climate would shorten the process, 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.
5. Other – 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 before the end of January.

**VII. OSPR Director’s Report – Ms. Nancy Thomason**

1. OSPR update – Funding for this year totals 7 million, down some from last year at this time which was 8.8 million. Approved grants were reported from Patricia Little, Dr. Steve Benton, Dr. Jim Burke, CIRCAW, Nursing, Dr. Brad Jessop, Dr. Christ .
2. Other – OSPR will be providing evaluation workshops on Wednesday, January 25 and Tuesday, April 17 facilitated by Dr. Jack Green.

## VIII. Unit Reports

### Academic Advising Center – Ms. Claudia Hisle

Enrollment for continuing and transfer students is scheduled for January 10, 2012. Ms. Hisle informed the council of Transfer Enrollment Manager; Amy Graham has submitted her resignation.

### Admissions and Records – Ms. Pamla Armstrong

The Christmas Card Project was successful with 1265 cards sent to 12 units. Graduation went smoothly with 73% of undergraduates and 39% of graduates participating. Grade entry is completed and Pamla expressed her appreciation to the department secretaries for their assistance.

### Assessment – Dr. Teresa Rothrock

Absent.

### CCECS/School of Graduate Studies – Dr. Rick Wetherill

Dr. Wetherill discussed the changes in membership qualifications for the Economic Development Council, Therablock's move to Ada, Oklahoma, creating 75 new jobs and announced the Green Expo is scheduled for April 19-20, 2012.

### College of Education and Psychology –Dr. Brenda Walling

Dr. Walling discussed issues concerning plagiarism and background checks for education students before the Field I course.

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

Dr. Hollingsworth announced Paul Emrich has received his doctorate and NASM will be on campus March 5-6, 2012 for a music program review site visit.

### College of Health and Sciences – Dr. Bruce Weems

No report.

### Faculty Senate – Dr. Ben Harper

Absent.

### Information Technology –Mr. Frank Williams

Down Day is scheduled for Friday, December 30, 2011.

### 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

The Library had extended hours during dead week per Student Senate suggestions. Dr. Lancaster reminded the council if you have faculty planning to teach a web or blended course they must receive Blackboard 9 training.

### School of Business –Dean Wendell Godwin

Career Discovery Day is set for January 18, 2012. The School of Business is reviewing the standards for online or blended class within Accounting and Business Administration.

## 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 –Thursday, February 2, 2012, 7:00 p.m., Estep Multimedia Center, Cole UC
  - 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, February 1, 2012, 2:00 p.m., Estep Multimedia Center
  - Hedgehog and Fox Faculty Lecture – TBD February or March
  - Louise Young Diversity Lecture – Wednesday, April 18, 2012, 7:00 p.m., Ataloe Theatre
  - 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. Research Day 2012-13 – March 8, 2013– Due to schedule conflicts at UCO Research Day has been moved to March 8, 2013 at UCO.
3. Status of Summer School 2012 Schedule Development – Final submission for summer 2012 is scheduled for January 6, 2012.
4. Status of Fall 2012 semester Schedule Development – First submission for Fall 2012 is scheduled for January 23, 2012.
5. Schedule Second Eight Week Class Sections for Fall 2012 – An increase in second eight week courses is needed.
6. April 26, 2012: Faculty and Staff Recognition & Retirement – 5:30 p.m.  
Please reserve this date for faculty and staff recognition and retirement only.
7. Computer Lab Schedule between Semesters – Campus Police – There is no reason for a student to be in the computer lab over the break. Campus police will remove any violators.
8. Winter Intersession – Assessment Lab Hours –  
The Assessment Lab will be closed over winter break.
9. Cancellation of Small Classes – Dr. Anderson asked the deans to review their class schedules and cancel any class with low enrollment.
10. Service Learning Committee – No report.

11. FY 13 Budget Forms and Timelines – Budget memos and forms will hopefully be ready for distribution on January 3, 2012.

**XIII. New Business**

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

**XIV. Adjourn**

Meeting adjourned at 11:44 a.m.