

Academic Affairs Council

Date: Wednesday, September 6, 2017
Location: Administration Boardroom

Time: 2:00 p.m.

❖ Approval of Academic Affairs Council Minutes – August 2, 2017 Meeting (pages 1-2)

❖ Discussion Items:

1. VPEMSS Introduction—VP Phillips
2. Initiative Updates for 2017-18—first one due October 4
3. Business Continuity Plans
4. State Chamber Strategic Planning (page 3)
5. Handling students deployed for Hurricane Harvey
6. Spring 2018 Schedules and Planning
7. Online and ITV discussion and planning (page 4)
8. Enrollment Update as of Census Day—Dr. Oty (Handouts)
9. HLC Criteria—Dr. Oty (Handout)

❖ Reminders/ Informational items:

- Night class centralization for Spring 2018—Classes after 5:00 pm will be scheduled in these buildings: Library, Academic Commons, McMahon Centennial Complex, Aggie Rec Center, Nance Boyer Hall, Sciences Complex, Howell Hall, and Ross Hall. Please review all schedules prior to submission to ensure classes meet Standardized Scheduling times or have received a variance and that all night classes are located in the buildings identified above.
- Annual Academic Performance Reviews (Faculty Handbook 4.3.1 through 4.3.6)
 - i. **By September 15**, the faculty member shall revise and update the Annual Plan for the current year to include any activities completed since the last evaluation and any continuing projects. The faculty forwards the revised plan to the department chair. The department chair shall send the previous year's Annual Academic Performance Review, a draft of the current year's Annual Plan, and other documentation (if applicable) to the Dean.
 - ii. **By October 15**, having received written input from the Dean, the faculty member and the department chair shall meet to revise and complete the current year's Annual Plan.

❖ Important Dates:

- Academic Affairs Council – Wednesday, October 4, 2017 at 2:00 p.m. in the Administration Boardroom
- Council of Chairs – Thursday, September 28, 2017 at 2:00 p.m. in the IBC/RMA Executive Boardroom 204
- Regents Meeting Dates (for curriculum proposal purposes)
 - The University of Oklahoma Board of Regents

<u>Board Meeting Dates</u>	<u>Topics Due</u>	<u>Drafts Due</u>	<u>Location</u>
September 13-14, 2017	July 19	August 2	Tulsa/Claremore
October 24-25, 2017	August 29	September 12	Lawton
December 5-6, 2017	October 10	October 24	Norman

- The Oklahoma State Regents for Higher Education
 - September 6-7, 2017
 - October 18-19, 2017
 - November 2, 2017
 - December 5-6, 2017
- September 8, 2017 – Proposals for Academic Festival X supplemental events due to Sarah Janda.
- September 11, 2017 – Deadline for the first input of the Spring 2018 enrollment schedule by 5 p.m. Once the draft is complete and approved by the Dean, email the schedule to Julie Kendall at jkendall@cameron.edu.
- September 13, 2017 – Opportunity Fair, from 2 to 4 p.m. in the McCasland Ballroom, MCC.
- September 14, 2017 – Chicago Poet Quaraysh Ali Lansana (often called “Q”) will be on campus for a presentation on Gwendolyn Brooks and on September 15 for a reading of his own poetry and some others will read with him.
- September 18, 2017 – Mid-term grades for 1st 8 week classes posted by 4:00pm
- September 19, 2017 –12 week classes begin
- September 19, 2017 – Tuition/Fees due for 12 week classes
- September 22, 2017 – CEP Meeting at UCO
- September 22, 2017 – Native American Comedy group the 1491’s, including two comedians from local tribes, will be on campus for a panel discussion on growing up Native American and for a performance that night.
- September 25, 2017 – Last date to enroll or add a 12 week class
- September 27, 2017 – Last date to drop a 12 week class w/o entry on transcript
- September 27, 2017 – Last date to drop a 12 week class with a refund
- September 27 and 29 - October 1 – “Alice in America Land,” presented by the Department of Art, Music and Theatre Arts in the University Theatre. Shows on Wednesday (“Alice in America Land” only), Thursday, Friday and Saturday will begin at 7:30 p.m.; Sunday performances start at 2 p.m. (Academic Festival related event)
- September 28, 2017 – Academic Festival speaker, author/journalist **Charles Mann**
- September 29, 2017 – 8th annual Promoting Undergraduate Research Conference
- September 29, 2017 –Grant Work Session with Jana Gowan, 12:00pm - 2:00pm in MCC Meeting Room 212
- September 30, 2017 – Penalty for late payment of tuition and fees for 16 week, 12 week and 1st 8 week classes
- October 2, 2017 – Last date to withdraw from a 1st 8 week class with an Automatic “W”
- October 2, 2017 - Deadline to register for the Student Research Poster Competition as part of the Oka’ Institute 2017 Sustainability Conference (*registration is free.*)
- October 6, 2017 – Convocation
- October 6, 2017 – Five Year Program Reviews due to VPAA
- October 9, 2017 – Last date to withdraw from a 1st 8 week class with signature
- October 10-11, 2017 – The Oka’ Institute 2017 Sustainability Conference, ECU campus. For more information visit: <http://www.okainstitute.org/home>
- October 16, 2017 –1st 8 week session ends
- October 17, 2017 –2nd 8 week classes begin
- October 17, 2017 – Tuition/Fees due for 2nd 8 week classes
- October 18, 2017 – Final grades for 1st 8 week classes posted by 4:00pm
- October 18, 2017 – Mid-term grades for 16 week classes posted by 4:00pm
- October 19-20, 2017 – Fall Break
- October 26, 2017 – All adjuncts teaching 2nd 8 weeks (S8 position suffix) and all full-time faculty should be locked by the appropriate Dean/Supervisor and all 2nd 8 week payroll action forms submitted to the Human Resources office by 5:00 p.m.