

Council of Deans

Date: Wednesday, October 7, 2015

Time: 2:00 p.m.

Location: Administration Boardroom

❖ Approval of Council of Deans Minutes – September 23, 2015 Meeting (pages 1-2)

❖ Discussion Items:

1. Keith Mitchell, Senior Director of Public Affairs
2. Thank you—vitas were nearly 100%
3. Academic Calendar 2016-2017—discussion of inclement weather plan for Spring 2017
4. Preparation for Web Registration
5. Changes to course schedule
6. Convocation feedback
7. HLC Requirements---Posting faculty members' academic credentials (page 3)
8. Early Alert Update—Dr. Oty (page 4)
9. Retention Information by Major—Dr. Oty (Handout)

❖ Reminders:

1. There is an updated Student Travel Policy this semester. It has been distributed at Council of Chairs but is also available at www.cameron.edu/policies. Please review it if you travel with students or approve this travel.
2. Spring 2016 enrollment schedule is available for viewing in AggieAccess. Please review and submit any changes to Julie Kendall prior to the beginning of Spring 2016 enrollment on October 20.
3. Please remember to use the student complaint system to log complaints.
4. Procedures and timelines for promotion and tenure are listed in the Faculty Handbook.

❖ Important Dates:

- Council of Deans – Wednesday, November 4, 2015 at 2:00 p.m. in the Administration Boardroom
- Chair Development Meeting – October 9, 2015 at 8:00-9:30 a.m. in the IBC/RMA Executive Boardroom
- Council of Chairs – Thursday, October 22, 2015 at 2:00 p.m. in the IBC/RMA Executive Boardroom
- 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>
October 27-28, 2015	September 3	September 18	Lawton
December 1-2, 2015	October 8	October 22	Norman

- The Oklahoma State Regents for Higher Education
 - October 21-22, 2015
 - November 5, 2015
 - December 2-3, 2015
- October 12, 2015 – 1st 8 week classes end
- October 13, 2015 – 2nd 8 week classes begin
- October 13, 2015 – 3rd Annual Stem Summit
- October 14, 2015 – Final grades posted by 4:00pm (1st 8 week classes)
- October 14, 2015 – Mid-term grades posted by 4:00pm (16 week classes)
- October 15-18, 2015 – Fall Break
- October 21, 2015 – Last date to drop without entry on transcript (2nd 8 week classes)
- October 21, 2015 – Last date to drop with a refund (2nd 8 week classes)
- October 21, 2015 – Last date to enroll or add a class (2nd 8 week classes)
- October 22, 2015 – 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 Department by 5:00 p.m.
- October 23, 2015 – India Night
- October 31, 2015 – Student computer labs software installation requests for spring 2016 due
- November 6, 2015 – Deadline to apply for graduation to ensure name will appear in Commencement program
- November 10, 2015 – Mid-term grades posted by 4:00 p.m. (2nd 8 week classes)
- November 11, 2015 – Last date to withdraw with an Automatic “W” (16 week classes)
- November 25-29, 2015 – Thanksgiving Holiday
- November 30, 2015 – Last date to withdraw with an Automatic “W” (2nd 8 week classes)
- November 30, 2015 – Last date to withdraw from a class with signature (16 week classes)
- December 3, 2015 – Leadership Institute – Live2Lead webcast through the John Maxwell Company (CU in conjunction with the Rotary Club), from 7:00 am – 12:00 pm, McCasland Ballroom. Contact Dr. Burgess for more information.
- December 4, 2015 – Chair Development Meeting, 10:30am-12:00pm in the IBC/RMA Executive Boardroom
- December 7, 2015 – Last date to withdraw from a class with signature (2nd 8 week classes)
- December 7-14, 2015 – Final Exams
- December 14, 2015 – Session ends
- December 15, 2015 – Intersession classes begin
- December 16 – Final grades posted to AggieAccess by 4:00 p.m. (16 and 2nd 8 week classes)
- December 17 – Faculty offices close
- January 5, 2015 – Intersession ends
- January 22, 2016 – Chair Development Meeting, 8:00-9:30am in the IBC/RMA Executive Boardroom
- February 19, 2016 – Chair Development Meeting, 8:00-9:30am in the IBC/RMA Executive Boardroom
- March 11, 2016 – Chair Development Meeting, 8:00-9:30am in the IBC/RMA Executive Boardroom
- April 8, 2016 – Chair Development Meeting, 8:00-9:30am in the IBC/RMA Executive Boardroom
- May 6, 2016 – Commencement