Date: Tuesday, December 16, 2014  
Time: 2:00 p.m.  
Location: IBC/RMA Executive Boardroom in the McMahon Centennial Complex

Discussion Items:
1. 24 hour rule and special requests—Lani Malcolm (pages 1-3)  
2. Service grant opportunities—Zeak Naifeh  
3. Update: Juniors and Seniors enrolled in ENGL 1113/1213—Linda Phillips  
4. Minimum Faculty Qualifications  
5. Faculty Senate Update  
6. Letters sent to confirm major and % of degree completed  
7. End of Semester Issues:  
   - In online classes, the final exam should be taken during finals week. Online exams should not be open the week before finals week.  
   - Faculty should be available for meetings and issues with students until offices officially close.

Reminders:  
1. Submit IDEA forms to IRAA if you haven’t already.  
2. Contact adjuncts to complete online training before the end of the week.  
3. Please notify any faculty wanting to utilize Blackboard to enhance their traditional face-to-face courses in Spring 2015 to request their Blackboard course shell now.  
4. Intersession advisement—post signs; leave phone messages in all departmental offices  
5. Spring 2015 Student Information Sheet and Syllabus Attachment for different course formats posted to the web at http://www.cameron.edu/academic_affairs and on AggieAccess  
6. Remind adjuncts of grade deadline and adjunct workshop. Be sure you have contact information in case of questions.  
7. Please be sure to remind your faculty about Tutor.com. If students go over their allocated 8 hour limit, they may request additional time through the Distance Learning Office. An unexpected benefit of the service is that it is particularly useful to hearing impaired students.  
8. Spring schedule—be sure to get staff changed to the correct instructor and cancel zero enrollments if you haven’t already.

Important Dates:  
- Council of Chairs – January 22, 2015 at 2:00 p.m. in the IBC/RMA Executive Boardroom  
- Chair Meeting – January 30, 2015 at 8:30 a.m. in the IBC/RMA Executive Boardroom  
- Regents Meeting Dates (for curriculum proposal purposes)  

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• The Oklahoma State Regents for Higher Education
  o January 28-29, 2015
  o March 4-5, 2015
  o April 8-9, 2015
  o May 28-29, 2015
  o June 24-25, 2015

- December 16, 2014 – 4 year Plan of Study due
- December 16, 2014 – Final grades posted by 4:00 p.m.
- December 17, 2014 – Faculty Offices close at 5:00 p.m.
- January 5, 2015 – Faculty Offices open
- January 6, 2015 – Intersession classes end
- January 6, 2015 – Adjunct Faculty Workshop at 6:00 p.m. in the MCC Ballroom
- January 7, 2015 – Classes begin
- January 8, 2015 – Screening of the movie “Fed Up” in Duncan followed by a discussion and Q&A (School of Education & Behavioral Sciences)
- January 12-16, 2015 – Welcome Back Week events (School of Education & Behavioral Sciences)
- January 13, 2015 – Last date to drop without entry on transcript; Last date to drop with refund; Last date to enroll or add a class (1st 8 week classes)
- January 14, 2015 – Last date to enroll or add a class (16 week classes)
- January 16, 2015 – Program changes/corrections due in WEAVE (Academic programs, Library, Teaching and Learning)
- January 19, 2015 – MLK Day Holiday and Dr. Martin Luther King Jr. Day Celebration Banquet, 6:30 p.m. in the Aggie Rec Center
- January 19, 2015 – CU Get Fit Challenge (Department of Health & Physical Education)
- January 21, 2015 – Last date to drop without entry on transcript; Last date to drop with a refund (16 week classes)
- January 23, 2015 – DAR outcomes posted in WEAVE (Academic programs, Library, Teaching and Learning)
- February, 2015 – Guest speaker on Sustainable Agriculture (School of Science & Technology)
- February 4, 2015 – Mid-term grades posted by 4:00 p.m.
- February 5-27, 2015 – Roundtable discussions (Gen Ed)
- February 13, 2015 – New Faculty Follow-Up Session, 9:00-10:30 a.m.
- February 19-22, 2015 – The Heretic by Richard Bean, University Theatre
- February 20-21, 2015 – Ribbon breaking and dedication ceremony for the School’s 4 Little Free Libraries (School of Education & Behavioral Sciences)
- March, 2015 – Jack Bryan – Journals, Sketches, and Paintings inspired by the Wichita Mountains (Department of Art)
- March 6, 2015 – Mid-term grades posted by 4:00 p.m. (16 week classes)
- March 9-13, 2015 – Building a Mentally Healthy Community: What are the options in Lawton? Part One (School of Education & Behavioral Sciences)
- March 12, 2015 – Program changes/corrections due in WEAVE (Gen Ed)
- March 13, 2015 – Oklahoma Research Day
- March 16-20, 2015 – Spring Break
- March 27, 2015 – New Faculty Follow-Up Session, 9:00-10:30 a.m.
- April, 2015 – Invited speaker (Global Food Security), Dr. Roger Beachy, Founding Director, New World Food Center, University of California-Davis, TBA (School of Science & Technology)
- April 8-10, 2015 – Leslie Williams Cain – Visiting Artist (Department of Art)
- April 18, 2015 – Healthy Outdoor Expo: Building a Healthy Community One Family at a Time from 9:00 a.m. – 4:00 p.m. at the Wichita Mountains Wildlife Refuge
- April 23-26, 2015 – 110 in the Shade, University Theatre
- May 8, 2015 – Building a Mentally Healthy Community: What are the options in Lawton? Part Two (School of Education & Behavioral Sciences)
- May 8, 2015 – Commencement
- May 11-12, 2015 – Art and Jazz in the School Garden (School of Education & Behavioral Sciences)