

**Council of Academic Deans
December 1, 1997**

The Council of Academic Deans met at 11:00 a.m. on December 1, 1997, in Wyly Tower 1647. Present were Rea, Andrews, Emery, Ford, Jacobs, McConathy, and Reagan.

Minutes of the November 4 CAD's meeting were approved (Reagan/Andrews).

November 11 minutes of the Instructional Policies Committee were approved (Reagan/Jacobs).

Graduate Council minutes of October 28 were approved on an Emery/Jacobs motion—with the exception of Item #5A (program change in Ph.D. Biomedical Engineering) which was tabled for further study.

Graduate Council Poll Vote (reported November 6) was approved on a Reagan/Jacobs motion—with the exception of approval of Computer Science 421 and 441 which were not considered by CAD's inasmuch as they were tabled in IPC actions of November 11.

Approval granted to offer Education 589—Diagnosing and Assessing to Determine Students' Strengths and Weaknesses in Reading (Caldwell Parish) on Reagan/Emery motion.

Dean Ford presented updated “retention” percentages—positive data—and discussed the need to increase university seminar sections for Fall 1998.

Meeting adjourned at 11:40 a.m.

**Council of Academic Deans
November 4, 1997**

The Council of Academic Deans meet at 8:30 a.m. in Wyly Tower 1647, with all members present: Rea, Andrews, Benedict, Emery, Ford, Jacobs, McConathy and Reagan.

Dr. Rea presented Mr. Robert Vento, Registrar, who articulated the Mission of the Registrar's Office and presented suggestions/recommendations of the Enrollment Management Council concerning the registration procedure. He asked the Council to endorse a plan to centralize the distribution of "blue registration forms" and unofficial transcripts at the Registrar's Office—with the goals of serving students better, reducing duplicative printing of forms/transcripts, and providing one-stop answers to registration questions and information collection and verification. He asked the deans to support this change when talking with college faculty and staff and to provide him with information relative to specific concerns within their college so that solutions could be developed, indicating that he and his staff would be happy to meet with college personnel. If time allows, the change will be effective Spring Quarter. If not, effective quarter would be Fall. This change has been discussed with University Senate. Dr. Rea suggested discussing the procedure with SGA representatives. Mr. Vento also encouraged the deans to remind faculty and staff about the legal need to properly dispose of any documents referencing both the name and Social Security Number of students.

On a Jacobs/Andrews motion, the Council voted unanimously to endorse this change in the registration procedure.

Action on other agenda items included:

Council of Academic Deans minutes of October 7 were approved on an Emery/Reagan motion.

October 14 Minutes of IPC were approved on an Andrews/Reagan motion.

Graduate Council minutes of September 23 were approved on a Reagan/Jacobs motion.

Meeting adjourned at 10:00 a.m.

**Council of Academic Deans
October 7, 1997**

The Council of Academic Deans met at 8:30 a.m. on October 7, 1997, in Wyly 1647. The following were present: Rea, Andrews, Emery, Ford, Les Guice (for Benedict), Jacobs, McConathy, and Reagan

CAD's minutes of July 18 and September 8 and poll vote of August 18 were approved on a Jacobs/McConathy motion.

IPC minutes of September 9 were approved on a Reagan/Jacobs motion.

Graduate Council poll votes of August 26 and September 4 were approved on a Reagan/Jacobs motion.

Dr. Rea requested that the Council consider extending ICP (Inter-Institutional Cooperative Program) with Grambling to include graduate class enrollments as appropriate to student enrollment status. The ICP is currently focused at undergraduate enrollments only. Council members were supportive of increasing cross enrollments at the graduate level.

Dean Ford brought the University Senate recommendation "that the current drop date (to withdraw from individual courses or resign) be moved ahead of pre-advising" to facilitate proper advising for course selection for the coming quarter. A motion that **"the drop date (to withdrawal from individual courses or resign) be moved to the Friday of the seventh calendar week of the quarter"** was offered (Emery/Reagan). The motion carried with Dean Andrews voting against the motion stating that he felt that the date should be set even earlier in the quarter than the seventh week.

Dean Ford brought the Annual Class Schedule proposal from the Enrollment Management Council back to the table for discussion. Consensus was that we needed to move forward with the preparation of an annual class schedule or some other university-wide process to provide students and advisors with information for advising and planning purposes. Several options were discussed. Dean Ford and Dr. Rea will gather additional information and present details to the colleges and departments at a later date.

Dean Andrews presented requests to approval special topics courses serving teachers in Ruston and surrounding parishes:

- Education 594G: Infusion of Technology in the K-12 Curriculum
- Education 594C: Internship: Supervised School-based Experiences in Technology Leadership for Grades K-12
- Education 494: Integrating Technology for Effective Teaching and Learning
- Education 489: Advanced Topics in Mathematics for Middle Grades Teachers

Education 589: Advanced Topics in Mathematics for Middle Grades Teachers

Andrews/Emery motion to approve the offerings of these special topics courses carried unanimously.

Other items discussed are summarized below:

It was decided that a faculty member assigning a “I” grade should attached a university “I” Contract Form (to be developed) to a copy of the grade sheet to be filed with the department head and dean.

Recommended Budgeting/Financial Planning Process Based Upon Data from Benchmark Institutions. It was noted that the recommended process was being distributed to all faculty and staff and that input was requested. Dr. Rea also noted that he would be happy to address questions that faculty and staff might have about the process. The final adopted process will be included in printings of the **Faculty and Staff Handbook**.

Dr. Rea reported that he had met with Mrs. Sue Huth, Chair of the University Senate, and they discussed several matters for possible Senate consideration this year.

Dr. McConathy briefed the Deans on two electronic services--LaGENIUS and LaSMARTS that will be available to faculty who register. Details and scheduled registration schedules will be distributed from her office. She asked that the Deans encourage participation.

Meeting adjourned at 11:00 a.m.

**Council of Academic Deans
September 8, 1997
9:00 a.m., Wylly Tower 1647**

Present: Rea, Andrews, Benedict, Emery, Ford, Jacobs, McConathy, Reagan

Mr. Joe Thomas, Assistant Vice President for Finance, and Mr. Mark Guida, Purchasing Director, meet with the Council to discuss the new Tech purchasing card to be utilized for specified categories of university expenditures. The card is designed to facilitate purchases and accountability. Each Dean was asked to identify a few departments and accounts which will participate with Mr. Guida in "piloting" the credit card.

Dean Ford presented the proposed 1998-99 academic calendar which had been reviewed by the Enrollment Management Committee. On an Emery/Andrews motion, the Council approved the proposed calendar which will be forwarded to APC for final action.

The Enrollment Council had also forwarded a recommendation for the preparation and publication of an annual class schedule. The Deans were asked to review this recommendation and solicit feedback from departments and faculty. This proposal will be discussed at a future CAD's meeting. Dean Emery discussed a committee proposal for a final exam schedule. Deans were asked to solicit feedback for future discussion of this proposal.

Dean Jacobs presented Liberal Arts 594: **Orientation to Professional Practice in Chosen Field of Graduate Study** for Council review and approval. Course was approved on Jacobs/Benedict motion.

Dean Andrews presented Education 489: **Studies in the Teaching of Mathematics** for Council review and approval, noting that this course was taught off-campus as part of an adult education grant. Course was approved on Andrews/Emery motion.

Other items for discussion included the new Bossier Center, Management Review and Performance Audit, Collaborative Agreements-Duplicated Program Review, and CERT activities.

Meeting adjourned at 11:00 a.m.

Council of Academic Deans
July 18, 1997

The Council of Academic Deans met on Friday, July 18, 1997 at 9:30 a.m. in Wyly Tower 1647. Vice President Rea and Deans Andrews, Benedict, Emery, Ford, Jacobs, and Reagan were present.

Minutes of the July 10 meeting of the Instructional Policies Committee were approved on a Jacobs/Ford motion.

The group discussed the technology equipment requests to be compiled, to be placed in priority order, and to be submitted to the President and a university review committee for approval.

Appointments of endowed professors and chairs were discussed. It was noted that a change to correct an error in the Review Process was needed. The reference to the Board of Regents in #8 was taken from the Endowed Chair guidelines. The corrected item should read: *#8. Reports assessing the accomplishments of each professorship are to be submitted to the Vice President for Academic Affairs.* (Corrected copy attached)

The Council directed that the Research Council revisit the issue of contract negotiations, and in particular, faculty involvement in agency contacts, with changes in the procedure to be communicated to faculty.

Meeting adjourned at 10:20 a.m..