

Council of Academic Deans

December 14, 1999

The Council of Academic Deans met at 9:00 a.m. on December 14, 1999, in Wyly Tower 1647. All members were present.

Dean Jo Ann Dausat, who served as Chair of the Curricula Effectiveness Committee, presented the completed committee report to the Council of Academic Deans in support of Key Strategic Direction #8. The major conclusion from the data collected and analyzed was that we have an effective curriculum based on an analysis of skills and levels of competency in core courses (those accepted as general education credit). The Curricula Effectiveness Committee was pleased with its findings and does not recommend specific courses for enhancement; and, therefore, does not recommend that an outside consultant be employed to assist faculty in ways to enhance the courses. The Council of Academic Deans accepted the report (on a Jacobs/McConathy) and expressed appreciation for the important work of the committee. The deans noted that the data collected would be very useful as documentation in accreditation reports and for the identification of areas for improvement. Each dean will provide the report information as feedback to respective discipline areas in the determination of departmental response. It was also suggested that course enhancements and assessment for 2000-2001 be encouraged by focusing the Instructional Innovation Grants for Summer 2000 toward proposals that incorporate the development of course components designed to enhance one or more of the skill outcomes identified, along with an assessment measurement.

The Council reviewed the draft of the University's Facilities Usage Policies. Each dean was asked to submit any recommended changes or additions to the policies to Academic Affairs by January 14.

Dean Ford distributed copies of the Student Satisfaction Survey which will be administered in selected classrooms in January. The survey is an important part of the University's on-going self assessment process which is required by SACS. Dean Ford asked that the deans convey the importance of the survey to administrators and faculty.

The question was raised as to which college should respond to a student's appeal of suspension when the student had changed majors and transferred to another academic college during the quarter when suspended. After discussion, it was decided that an appeal for reinstatement (by a student under suspension) would be reviewed and decided by the college in which the student was last pre-advised.

Dean McConathy presented Graduate Council actions of October 14, 1999, and December poll vote actions for consideration. A unanimous vote followed a Jacobs/Reagan acceptance motion.

Dean Dausat requested Council approval to offer Education 489C: Instructional Strategies and Materials for Teaching Visually Impaired in the Winter Quarter for undergraduate credit only.

The course was approved on a Jacobs/Emery motion.

The Council resolved that a commendation letter be sent to Bob Vento, Registrar, and Roy Waters, Director of Computing Center, in recognition of their leadership, the efforts of their entire staffs, and the successful implementation of the SCT student information system.

Meeting adjourned at 10:35 a.m.

Council of Academic Deans Minutes

October 7, 1999

The Council of Academic Deans met at 9:00 a.m. on Thursday, October 7, 1999, in Wyly Tower 1647 with the following members present:

Vice President Rea, Dean Dazuat, Dean Ford, Dean Guice, Dean Jacobs, Dr. Gene Johnson for Emery, Dr. James Liberatos for Reagan, and Dean McConathy.

The following actions were approved:

CAD's minutes of July 15, 1999 (Guice/Jacobs)
IPC minutes of September 14, 1999, and poll vote actions of September 15, 1999
(Liberatos/Dazuat)
Graduate Council minutes of September 16, 1999 (McConathy/Jacobs)
Ratification of CAD's poll vote of September 14, 1999

Dean Jacobs presented a request to approve Liberal Arts 489C: The Craft of Dramatic Writing for the Winter Quarter. The course was approved on a Jacobs/Dazuat motion).

The Council discussed the Institutional Outcomes Report and Performance Planning Document as distributed by President Reneau. Dean Guice noted that COES had begun an ACCESS database to collect required information. It was decided that a task force (representatives from the academic colleges, alumni affairs, and computer center) would be established to determine how data could best be collected and reported. The task force, to be chaired by Dean McConathy, will report its recommendations to Dr. Rea and the Council of Academic Deans and the President.

Dean Dazuat reported that approval had been received that Tech would be the site for a NASA Learning Center. Dean McConathy noted that applications for federal grants could be strengthened with letters of congressional support. The Office of University Research can now assist with securing such letters. Dean Ford reported that Dena Westerfield had been officially named the University Webmaster.

Meeting adjourned at 10:30 a.m.

Council of Academic Deans

July 15, 1999

The Council of Academic Deans met at 8:30 a.m. on Thursday, July 15, 1999, in Wylly Tower 1647. Members present were Rea, Dauzat, Emery, Guice, Jacobs, and McConathy.

Minutes of the June 15 CAD's meeting were approved on a Jacobs/Emery motion

Graduate Council minutes of June 11 were approved on a Emery/Jacobs motion.

Members reviewed the draft statement in response to the Board of Regents request regarding Endowed Professorship criteria and expectations. The response statement was accepted on an Emery/Jacobs motion and will be forwarded to the Board of Regents.

The Council reviewed a number of revisions to the Faculty/Staff Handbook. These will be included as changes in the 1999 Handbook.

Dr. Rea distributed an inventory of holdings in the Media Center of the Library. Each department is to review the listings and contact the Media Center for items that should be transferred to departments. As we move forward with the development of the Faculty Development/Instructional Technology Center, space will no longer be available on the 10th floor to house or view materials except those to be placed on reserve by faculty for individual viewing on a quarter by quarter basis.

The university process for recommending the awarding of Emeritus Titles was discussed and accepted.

Dean Dauzat presented information and requested a letter of support from each dean regarding a proposal to bring a NASA Regional Educator Resource Center to the campus.

Meeting adjourned at 10:20 a.m.

Council of Academic Deans

June 14, 1999

The Council of Academic Deans met on Monday, June 14, at 9:00 a.m. All members were present: Rea, Dautat, Emery, Ford, Guice, Jacobs, McConathy and Reagan.

The following actions were taken:

Ratification of CAD's Poll Vote action of May 17, 1999 on Jacobs/Reagan motion

Approval of IPC Poll Vote action of June 4 on Emery/Reagan motion.

Approval of Graduate Council Minutes of May 13 on Jacobs/Ford motion with clarification of Item 2. Minutes attached have been corrected.

Approval to offer Applied and Natural Sciences 494C : Contemporary Topics in Agriculture on an Emery/Reagan motion

Dr. Rea reviewed the progress of the BOR statewide committees on accreditation survey and Support Fund. He noted that endowed chairs should be classified as either primarily teaching/research or research/teaching in focus.

COUNCIL OF ACADEMIC DEANS

Annual Retreat April 29, 1999

The Council met in a day retreat on April 29, 1999, in Reese Hall Conference Room. All deans were present except Dean Dauzat who was represented by Dr. Carolyn Talton.

Mrs. Susan Rasbury, Executive Assistant to the President and Compliance Coordinator, presented the University's Operation Plan FY 1999-2000 and discussed with the Council the Program Goals and Program Objectives. The four program goals and corresponding objectives have been derived from the University's Strategic Plan. Each objective has one or more performance indicators to measure achievement. Performance measure will be collected and/or calculated annually. The data will subject to review by the state auditor. Collection methods were discussed for several of the objectives with the following determinations:

- Technology sufficiency data will be collected as part of the University Assessment procedure;
- Distance Learning courses will be reported by David Cargill, Director of Distance Learning for the university;
- Infrastructure for research and scholarly activity will be collected as part of the University Assessment procedure; and
- Professional development and training activities will be collected and reported by Academic Affairs.

Dr. Rea also distributed a survey to identified shared resource activities so that data can be gathered and reported to the Board of Supervisors.

Ms. Jan Albritton, Director of Admissions; Dr. Rebecca Stenzel, Director of Libraries; Mr. Bob Vento, Registrar; and Mr. Roger Vick, Director of Financial Aid, joined the deans. After lunch each of these directors made a brief presentation of timely information regarding activities in their divisions.

The retreat concluded at about 2:00 p.m.

Minutes of the Council of Academic Deans' Meeting

April 20, 1999

The Council of Academic Deans met at 8:30 a.m. on April 20, 1999, in Wyly 1647. Members present were: Rea, Dautat, Guice, Jacobs, McConathy, and Reagan.

The following actions were taken:

1. Approval of the Council of Academic Deans' minutes of March 31, 1999 (Jacobs/McConathy motion)
2. Approval of Instructional Policies Committee minutes of April 13, 1999 (Jacobs/Reagan motion)
3. Approval of Graduate Council minutes of March 17, 1999 (including poll votes of February 9, March 3 and April 7, 1999) (Reagan/Jacobs motion)
4. Course approval requests from Applied and Natural Sciences and from Liberal Arts:
Human Ecology 489C: Early Childhood Teaching Strategies (UG and G)
Human Ecology 489C: Difficult Issues in Family Life Education (UG and G)
Liberal Arts 589C: Geography of World Hot Spots
Approved on Jacobs/McConathy motion
5. Academic proposals for submission to Student Technology Fee Board of funding consideration. A consensus proposal was developed and is attached to minutes for reference.

Meeting adjourned 10:30 a.m.

**Council of Academic Deans
March 31, 1999**

The Council of Academic Deans met at 8:00 a.m. on March 31, 1999. Members present included: Rea, Dauzat, Emery, Guice, Jacobs, McConathy, and Reagan.

After discussion of the SGA request to publish the results of individual faculty Student Evaluation of Faculty Teaching surveys conducting each quarter and the response of the University Senate regarding the request, Dean Dauzat moved, seconded by Dean Reagan, that the Council respond that the Student of Evaluation of Faculty teaching is a part of a faculty member's personnel file and not available for publication. The motion carried unanimously.

Dr. Rea asked each dean to discuss with their associate deans and then prepare college plans for courses and degree programs to be taught via distance learning. The Electronic Learning Committee, of which the associate deans are members, has been charged with preparing a three-year plan for electronic offerings.

Dr. Rea distributed a BOR Accreditation Agencies Questionnaire. He noted that the Board of Regents is conducting an assessment of accreditation in the state, including accrediting agencies and identification of programs/agencies for mandatory, desirable and not recommended status.

Meeting adjourned at 9:20 a.m.

Council of Academic Deans

February 1, 1999

The Council of Academic Deans met at 9:30 a.m. on Monday, February 1, 1999.

Present: Rea, Dauzat, Emery, Ford, Guice, Jacobs, McConathy, and Reagan

Dr. Rea began the meeting by recognizing Mr. Kevan Simms, Student Government Association President, who had asked to present the SGA resolution to publish student evaluations of faculty on the internet so that students could access them for information so that they could make a better informed decision relative to course/instructor selection. He reported that he had presented the resolution to the University Faculty Senate—to the Executive Council and to a full Senate meeting. Dr. Rea noted that the student evaluations of faculty are considered a personnel file document to be used for instructor feedback and a component of the evaluation process by the supervisor/department head. At the conclusion of other discussion, Dr. Rea stated that the request represented an important step and that the Council would request that the University Senate forward its response to the request to the Council before the Council considered action on the matter. Mr. Simms indicated his agreement with that position. Dr. Rea thanked Kevan for his presentation and for the manner in which he continues to work with the administration on university issues.

Council of Academic Deans' minutes of December 14, 1998, were approved (Reagan/Jacobs).

Instructional Policies Committee minutes of January 12, 1999, were approved (Emery/Reagan).

Graduate Council minutes of January 8, 1999, were approved (Emery/Reagan).

Dean Dauzat presented two courses for approval as spring quarter offerings:

HPE 433C: Dynamics of Peer Leadership for undergraduate credit only

Education 594C: Understanding and Teaching Adolescent Alternative Students (as part of collaborative grant with Lincoln Parish)

Both courses were approved (Jacobs/Ford).

Dr. Jacobs presented Liberal Arts 389C: Oral Presentations as a summer quarter offering as part of the Rome program offerings. The course was approved (Jacobs/Emery). Dr. Jacobs withdrew Liberal Arts 594: Fiction Writing Seminar from the agenda because Northeast Louisiana University decided not to originate the compressed video offering.

Dr. Rea distributed Endowed Professorship worksheets to be updated by each college and returned to him.

The distributed policy/procedure/form for Evaluation of English Proficiency for Prospective Instructional Faculty for Whom English is a Second Language was acceptable to the Council and was adopted.