

Minutes of the Council of Academic Deans

November 27, 2000

The Council of Academic Deans met on Monday, November 27, 2000, at 9:30 a.m. in Wylly Tower 1647. Members present were Rea, Dauzat, Ford, Guice, Jacobs, Johnson, McConathy, and Reagan.

Minutes of the October 24, 2000 meeting of the Council of Academic Deans were approved on a Guice/Reagan motion.

Instructional Policies Committee minutes of November 14, 2000 were approved on a Reagan/Dauzat motion.

Graduate Council minutes of September 19 and October 17 were approved on a Reagan/Jacobs motion.

Dr. Rea discussed copies of the Endowed Professorship Appointment/Offer Letter guidelines as well as the BOR adopted Accountability Measures for Endowed Professorships. It was decided that professorship appointment letters should be revised to conform with these guidelines/measures.

Dr. Rea and Dean Dauzat discussed with Council members the upcoming PK-16+ Council/Conference on Teacher Preparation and stressed the importance of participation in the conference and the entire process by departments and faculty throughout the campus. The conference is designed to present the Blue Ribbon Commission's Recommendations for the redesign of teacher preparation programs in Louisiana. Dr. Rea announced that Dr. Dawn Basinger has been employed as the PK-16+ Coordinator for Louisiana Tech.

Meeting adjourned at 10:45 a.m.

Minutes of the Council of Academic Deans

October 24, 2000

The Council of Academic Deans met on Tuesday, October 24, 2000, at 8:00 a.m. in Wyly Tower 1647. Members present were Rea, Dautz, Ford, Guice, Jacobs, Johnson, and Reagan.

Bob Vento, Registrar, was present to review the Proposed Academic Calendars AY 2001-2002 and AY 2002-2003 with the Council. Some questions concerning Monday night class meetings, dates for three-week sessions in summer, and Mardi Gras Holidays were discussed and referred for follow-up. The deans were asked to provide to Mr. Vento other suggestions or comments. The calendars will be presented for consideration at the November Administrative and Planning Council meeting.

Minutes of the Council of Academic Deans meeting of September 25, 2000 were approved on a Guice/Jacobs motion.

Instructional Policies Committee actions of October 10, 2000 were approved on a Jacobs/Reagan motion.

Graduate Council minutes of September 19, 2000 were approved on a Reagan/Jacobs motion.

Dean Ford presented the following recommendation of the subcommittee on incomplete grades for consideration—"recommendation to keep the current policy in place, thereby not adopting the May 17, 2000 recommendation of the Graduate Council." Recommendation was accepted by the Council.

Several additional items were discussed. Dr. Rea noted that college/division responses to the report of the Task Force on Process had been received and that a response from the Division of Academic Affairs would be presented at the November meeting of the Administrative and Planning Council. The Deans asked that Dr. Rea contact the University Foundation requesting a timetable for revisions to projected spendable amounts for professorships and chairs. Dr. Rea reminded deans to review carefully any courses with low enrollments and requests to continue such offerings. Dr. Rea reported that the work of the Study Abroad Committee was proceeding.

Meeting adjourned at 9:40 a.m.

Minutes of the Council of Academic Deans

September 25, 2000

The Council of Academic Deans met on Monday, September 25, 2000, at 1:30 p.m. in Wyly Tower. Members present: Rea, Dauzat, Ford, Guice, Jacobs, McConathy, Reagan.

Dr. Rea welcomed Dr. Tom Means, Chair, Task Force on Process. Dr. Means discussed the process/procedures utilized by the Task Force on Process in collecting data and preparing the recent report on the Division of Academic Affairs. Dr. Rea expressed appreciation to Dr. Means for coming, providing information, and answering questions for the Council. After discussion, Dr. Rea reminded the Deans of the October 18 deadline for providing department/college responses to the report.

Dr. Rea reviewed the academic-related goals included in the President's Performance Plan as submitted to the Board of Supervisors. He also reminded the deans to review the status of the scheduled departmental collaborative meetings with Grambling State University.

Minutes of the August 28 CAD's meeting were approved on a Jacobs/Reagan motion.

Instructional Policies Committee minutes of September 12 were approved on a Reagan/Jacobs motion.

Dr. Rea appointed a committee--Ford (chair), Dauzat, Jacobs, and Johnson--charged with reviewing and presenting recommended changes to the "I" Grade Policy at the next CAD's meeting (reference Graduate Council minutes of May 17).

Dean Jacobs presented a request to offer Liberal Arts 489C - Beginning Your Music Career. Approval to offer was unanimous (Jacobs/Dauzat motion).

Meeting adjourned at 3:00 p.m.

Council of Academic Deans

August 28, 2000

The Council of Academic Deans met on Monday, August 28 at 9:00 a.m. in Wyly Tower 1647. Present: Rea, Ford, Guice, Johnson, Jacobs, McConathy, Reagan, and Carolyn Talton (for Dautat).

Minutes of the August 1 meeting were approved on a Guice/McConathy motion.

The following special topics courses designed for faculty and staff professional development for the fall quarter were discussed and approved on a McConathy/Guice motion:

A& B 389A: Professionalism in the WorkPlace
Education 489A: Technological Literacy in the Information Age
University Seminar 489A: Grantsmanship and Intellectual Property
Education 489A: Developing An Effective Classroom Learning Environment
University Seminar 289A: Survey of Educational Software and Programming

Professional initiative courses submitted by the College of Education (listed below) were discussed and approved on a Talton/Jacobs motion:

Educ 494C: Instructional Software Design
Educ 494C: Adapting Technology to the Classroom
Educ 489C: Aligning the Curriculum with Standards
Educ 489C Learning Theories
Educ 489C: Inclusion Strategies
Educ 489C: Best Practices
Educ 494C: Integrating Curriculum Through Technology
Educ 394C: Content Specific Pedagogy
Educ 494C: Reform Initiatives in Middle School Science
Educ 589C: Administrator Academy
Educ 589C: Improving Instruction Through Technology Coordination

Dr. Rea distributed and discussed several items with the Council, including:

Endowed Professorships Guidelines and status of Board of Regents Review
Upcoming BOR review of Superior Graduate Fellowships
Establishment of PK-16 Council (each dean requested to provided nominations for membership on this Council)

Meeting adjourned at 10:30 a.m.

Council of Academic Deans

August 1, 2000

The Council of Academic Deans met on Tuesday, August 1, at 9:30 a.m. in Wyly Tower 1647. Members present included: Rea, Dausat, Ford, Guice, Dr. Gene Johnson (Interim Dean, CAB), Dr. Dennis Minor (for Jacobs), and Reagan.

Dr. Rea began by welcoming Mr. Bob Vento, Registrar, and Mr. Roger Vick, Director of Financial Aid, who were present to provide information to the Council. Mr. Vento distributed a revised Developmental Program Extension Process for discussion and approval. This process will be initiated for individual students based on identification through tracking capabilities now available through the SCT system. Primary responsible for student interaction and college action relative to extension will be directed to the Associate Dean of the respective college. The process was approved, to be effective August 2000, on a Reagan/Dausat motion.

Mr. Roger Vick distributed information outlining the requirements of the Federal Return of Title IV Funds Policy Implementation. He placed emphasis on the importance of accurate reporting of non-attendance of students as part of the 9th day class roll reporting, noting that without accurate attendance records for students who receive federal aid the university could be liable for return (reimbursement) of dollars under the federal regulations. Approximately 53% of our students receive some form of financial aid. Mr. Vick will discuss this topic and its importance with academic administrators at the annual workshop scheduled for August 15.

Minutes of the June 13, 2000 meeting of the Council of Academic Deans were approved on a Reagan/Ford.

Graduate Council Minutes of June 20 and May 17 were considered. Dean Reagan moved (seconded by Dean Guice) that the minutes of June 20 be approved and that the minutes of May 17 be approved with the exception of Item #3 regarding Incomplete Grades. Motion was approved. It was noted that the issue would be reviewed at the undergraduate as well as graduate level prior to final action.

Dr. Rea reviewed the policies and procedures relative to the earning and taking of compensatory leave. All requests from eligible unclassified employees to earn or take compensatory leave must be submitted, reviewed and approved by the supervisor, dean, and vice president (Dr. Rea) prior to the referenced dates.

The deans reviewed the university policies and procedures for Endowed Professorships and the recent Board of Regents Report on Endowed Professorships. Revisions were discussed. A revision draft will be prepared for Council review and approval.

Meeting adjourned at 11:15.

Council of Academic Deans

June 13, 2000

The Council of Academic Deans met on Tuesday, June 13 at 1:30 p.m. in Wyly Tower 1647. Members present: Rea, Dausat, Emery, Guice, Jacobs, McConathy, and Reagan.

Vice President Jerry Drewett and Mr. Sam Wallace were in attendance to discuss the contract preparation and review process for off-site experiential learning agreements. They provided copies of a master agreement, addendum form, and Contract Routing Form to the deans and to college representatives who were present (Anita Pumphrey, Leona Ford, Dennis Minor, and Carolyn Talton). It was decided after discussion that Dr. Rea's office would identify sites involving multiple academic programs and attempt to develop master agreements and to maintain a listing of such agreements. A master agreement for non-clinical sites was also discussed.

Council of Academic Deans minutes of May 16, 2000, were approved.

Graduate Council minutes of April 20, 2000, were approved.

Meeting adjourned at 3:00 p.m.

Minutes of the Council of Academic Deans

May 16, 2000

The Council of Academic Deans met on Tuesday, May 16, at 8:30 a.m. in Wyly Tower 1647 with all members present.

Dr. Rea introduced Dr. Don Kaczvinsky, newly appointed Director of the University Honors Program. Dr. Kaczvinsky distributed the Honors Program brochure and discussed proposed honors courses, procedures, and plans with the Council. The deans were very supportive of the proposal and offered additional suggestions. Dr. Rea expressed appreciation and support to Dr. Kaczvinsky and the Honors Program. Dr. Kaczvinsky noted that he would be happy to visit with the individual colleges and/or departments to present the Honors Program.

The IPC minutes of May 9, 2000 were approved (Dauzat/Guice motion) with the stipulation that a statement be added to the course descriptions for each Honors Course noting which English/History courses would be satisfied by the completion of the honors course. Dr. Kaczvinsky agreed to submit the appropriate statements for all courses.

The April 18 minutes of the Council of Academic Deans were approved with clarification of two items:

1. Distribution of data relative to the timing of course offerings will be coordinated through Enrollment Management. Course offering information will be requested by Enrollment Management in a specified format that a web product can be developed during the Fall of 2000. Data for a 2-year period will be collected and displayed. Departments should be prepared to provide information when requested.
2. A memo directing that student evaluations will not be conducted prior to the eighth week of the quarter, as requested by the University Senate, will be distributed by Academic Affairs and will be included as a part of the Student Evaluation policy.

Dr. Rea also requested that Dean Reagan chair a subcommittee to review the Repeat/Delete Proposal as submitted by the SGA. The committee members will include Dean Reagan, Dr. Gary Stokley, Chair, University Senate, an SGA member to be designated, and Mr. Bob Vento, Registrar. The subcommittee is charged to consider the proposal relative to Board of Supervisor Policy and questions raised at the last CAD's meeting, as well as other issues which may be recognized during the review. Dr. Rea asked that a report be submitted before the Fall Quarter begins.

Dr. Rea asked that the deans review the draft report on 1999-2000 Collaborative Efforts with Grambling State University and Louisiana Tech University and report to him any additions or corrections that need to be made. After reviewing the college and department reports, Dr. Rea and Vice President Warner at GSU determined that a standing committee, with membership from both universities, should be appointed and charged with promoting the Inter-Institutional Cooperative Program.

Dean Dauzat shared with the Council a power point presentation that she will present at the Board of Regents May meeting. The presentation highlight the university's initiatives with P-12 schools. She was complimented on the presentation and the description booklet which will be distributed to Board members.

Meeting adjourned at 10:20 a.m.

Minutes of the Council of Academic Deans

April 18, 2000

The Council of Academic Deans met at 9:00 a.m. on Tuesday, April 18, with all members present (Rea, Dautz, Emery, Ford, Guice, Jacobs, McConathy, and Reagan). Guests at this meeting included: Yoosuf Picard, SGA Academic Affairs Chair; Lee Hoffoss, SGA; Dr. Dee Dee Anderson, SGA advisor; Dr. Gary Stokely, Chair, University Senate; Bob Vento, Registrar; and Dr. Nancy Alexander, Director of Continuing Education.

Dr. Rea asked that Mr. Picard begin the meeting with the presentation of the SGA Repeat/Delete Proposal (complete proposal attached). Mr. Picard noted that over several months SGA members reviewed the GPA calculation policies of approximately 200 schools. Issues of concern identified in the 1991 SGA proposal were addressed by the data collection. The repeat/delete issue was discussed at several SGA meetings before the presented proposal was adopted. The proposal includes the following stipulations: (1) both the original and repeated grades appear on the transcript; (2) the student is limited to repeating three courses during enrollment at Louisiana Tech University; and (3) no credit hours are awarded for the repeated course. During discussion, it was agreed that logistical issues had not been addressed and that the SGA felt that the administration would make decisions concerning details of implementation should be the proposal be accepted. Following the presentation, Dr. Rea commended Mr. Picard and the SGA on the professional manner in which the repeat/delete issue was addressed, research was conducted, and proposal then presented. He noted that the Council would take the proposal under consideration, possibly requesting additional information and research from the SGA.

It was decided that doctoral advisor participation in commencement would be initiated with the summer 2000 commencement.

Dr. Gary Stokely, Chair, University Senate, asked that the Council consider two matters of interest to the University Senate:

1. Information concerning the timing of course offerings (quarters to be taught) should be available to students and advisors at least a year in advance either through web-presentation and/or printed copy. The Deans were in agreement and will ask that departments prepare such information and make it available.
2. Student evaluations of faculty should not be conducted prior to the eighth (8th) week of the quarter. At this point in the quarter (and after), students will have completed a more representative section of the course content and outcomes. It was agreed that student evaluation of faculty would not be distributed before the eighth week of the quarter.

Dr. Nancy Alexander, Director of Continuing Education, presented information regarding current and planned activities in the division. She will visit with each dean and then departments to investigate partnerships with continuing education.

The Council ratified the CAD's Poll Vote actions of March 25 (Reagan/Dautz) motion.

Instructional Policies Committee minutes of April 11, 2000, were approved (Emery/Guice) with a request to IPC to reconsider the request to Add University 102: Career and Life Planning.

Graduate Council minutes of March 23 and poll vote of March 29 were approved (Emery/Jacobs motion). Dean Reagan expressed concern that Agenda Item #6 would particularly affect part-time students. After discussion, it was clarified that the statement on Continuous Enrollment would apply to all students.

Dean Reagan presented a request to offer ANS 489C: Difficult Issues in Family Life Education (may be taken for either undergraduate or graduate credit as appropriate) and ANS 294C: Getting Married in the summer term. These special topics offerings were approved on a Reagan/Jacobs motion.

Dean Jacobs presented Liberal Arts 189C: Foundations of Ancient Civilization as part of the Honors Program proposal for 2000-2001. After discussion of the planned integrated course offerings and expressed concern that pre-med/dental/students with AP credit would not be able to take these courses as numbered, it was recommended that the Honors Classes should be identified with English/History descriptors and submitted to IPC for approval. Dean Jacobs agreed and will work with Dr. Don Kaczvinsky to identify such descriptors and numbers for submission to IPC. Therefore, no action was taken on the item as initially presented.

Based on additional information provided, Dr. Rea brought the request to add Biosc 150: Phlebotomy and Biosc 151: Phlebotomy Laboratory (CAD's February 22/IPC February 8) to the table for action by the Council. Course additions were approved on Reagan/Emery motion).

Dean Dauzat presented several special topics course requests for summer 2000:

Educ 389C: Knowledge of the Learner and Learning

Educ 394C: Classroom Management

Educ 489C: Implementing Standards in English/Lang. Arts (U and G credit)

Educ 494C: Using Technology to Teach Math (U and G credit)

Educ 494C: Deliver of Instruction (U credit only)

Educ 589C: Project Life Leadership

Educ 594C: Dissertation Development

Courses were approved on a Dauzat/Reagan motion.

Meeting adjourned at 11:30 a.m.

Additional Notes on Repeat/Delete Proposal as presented by SGA and discussed at April 18 Council of Academic Deans Meeting:

Data collected by contacting over 200 colleges/universities - collection addressed the “reasons” given in 1991 for not accepting the SGA proposal:

1. % beside each university denotes the acceptance rate of applicants
2. Recommendation to keep all grades on the transcript
3. Repeated courses will be designated with “R”
4. Students feedback from students in all GPA categories

Proposal was debated in 3 SGA meetings before proposal wording was finally agreed on and vote was then unanimous. Student vote was 810 for, 415 against, 199 abstain in recent student body vote.

Ford - do you think the vote against was influenced by thinking that 3 repeat opportunities were too many? Youseff indicated that 3 was the maximum that seemed acceptable to students.

What if the grade the second time was higher? Y - most schools identified the second grade as the one used in GPA calculation.

Is the repeat policy only for courses taken at Tech or can transfer courses be repeated? Only Tech courses

Discussion about our unlimited drop policy and how many other schools with Repeat/Delete policy. Would students be willing to go for repeat/delete with limited drop policy. It was expressed that students would probably not be favorable to a limited drop policy.

Will there be a different policy for graduate - does this apply? Hoffoss—all discussion centered on undergraduate students. Particularly aimed to benefit freshmen students who do not do well in first quarters.

Aware that professional schools may recalculated GPA anyway. Was felt that GPA with repeated courses would provide an advantage at least in initial “employer and professional school cuts” noting that a closer look at transcripts would still be an option for reviewers.

Picard sees the policy as providing an incentive to repeat “major” or needed courses to gain additional knowledge—rather than taking elective courses to raise GPA. Now the repeated course would have the effect of increasing cumulative GPA as well.

Timing of implementation - all enrolled; any students; grandfathering

All agreed that processing and detailed decisions and programming would require a great deal of time and resources.

Dr. Rea ended by commending Mr. Picard and other SGA members on their efforts and professional work on the development and presentation of the proposal. He indicated that the Council would take the proposal under consideration and possible ask for the SGA to do additional research.

Council of Academic Deans' Minutes

February 22, 2000

The Council of Academic Deans met at 8:15 a.m. on February 22 in Wily Tower 1647. All members were present.

Council of Academic Deans' action of January 18 (poll vote) were ratified on Jacobs/Ford motion.

Council of Academic Deans' actions of January 24 (poll vote) were ratified on Emery/Jacobs motion with amendments to the December 15, 1999, Graduate Council minutes as follows:

GS Item #3: designation of effective date for the policy; added reference that respective colleges/degrees may have different requirements; wording change in second paragraph to read: "Failure to do so will result in the student being dropped from the doctoral degree program. . ." It was also decided that a letter sent to a doctoral student after the completion of the comprehensive exam should reference the six year time requirement (or college specific requirement) for completion of the degree.

GS Item #4: The deans support resolution 2. recommending that the major professor/chair/dissertation director be given the opportunity to participate in the hooding ceremony and escorting doctoral students as commencement. The deans did not accept resolution 1 but noted that they could revisit the recommendation to reverse the commencement order recognizing graduate candidates prior to undergraduate awards at a future date. Dean Dauzat suggested that the name of the major professor be added to the Commencement Program. The deans supported this recommendation.

Graduate Council minutes of January 19, 2000, were approved on a Guice/Reagan motion.

Instructional Policies Committee minutes of February 8, 2000, were approved on an Emery/Dauzat motion with one exception—approval of Biosc150: Phlebotomy and BIOS 151: Phlebotomy Laboratory withheld until additional information is presented and reviewed by Vice President Rea.

Ratification of approval of Education 589C: Castanet-Interdisciplinary Teaching and Learning for the Spring Quarter.

Approval of request to offer ANS 489C: Early Childhood Teaching Strategies (summer 2000) and ANS 289C: Meal Management (summer 2000) on a Jacobs/Guice motion.

The proposed Facilities Usage Policy was accepted on an Emery/Dauzat motion with several suggestions for forms, checklist, invoicing. Dr. Rea noted that the policy would now go back to the Space Utilization Committee for action and recommendation to the President.

It was noted that Faculty Activity Survey forms will continue to be generated in each department

(rather than printed and distributed by the Computing Center) each quarter in compliance with a deadline set by Academic Affairs. The copy with original signatures of the faculty member, department head and dean will be retained in the Dean's office with a signed copy forwarded to Academic Affairs.

Dr. Rea congratulated and expressed appreciation to Dean Guice for the tremendous effort of Dr. Guice, Dr. Ray Sterling, and others in the preparation and completion of the NSF site visit last week. The proposal has brought together LAU, Tech, Grambling, and Southern in a major cooperative venture with huge potential for the institutions and the State.

Meeting adjourned at 9:40 a.m.