

Council of Academic Deans

December 20, 2001

The Council of Academic Deans met at 8:30 a.m. on Thursday, December 20, in Wyly Tower 1647. Members present: Rea, Dausat, Ford, Guice, Jacobs, Johnson, McConathy, and Reagan

The members ratified the November Poll Vote action (Reagan/Dausat motion).

Graduate Council minutes of November 6, 2001, were approved (McConathy/Jacobs motion).

The Council (Jacobs/Dausat motion) approved the Retention Policy on Graded Materials and Grade Reports with suggested revisions. A copy of the approved policy is attached.

The Employee Exit/Termination Form will be discussed with the Personnel Office and other involved offices for finalization. The form will be redistributed to the Council before adopted.

The following items were discussed with no formal action:

1. Proposal from the Student Evaluation of Faculty Committee
2. Key policies to be formulated for each college/division/budget unit

Meeting adjourned at 9:40.

Council of Academic Deans

October 22, 2001

The Council of Academic Deans met on Monday, October 22, at 2:00 p.m.. Members present included: Rea, Dautz, Jacobs, Johnson, McConathy, Reagan, Ramachandran (for Guice), Vento (for Ford)

CAD's minutes of September 25, 2001, were approved on a Reagan/Dautz motion.

Instructional Policies Committee minutes of October 9, 2001, were approved on a Johnson/Reagan motion.

Graduate School Minutes of September 18 were approved on a McConathy/Reagan motion

Dean Reagan presented a request to offer Nursing 289C: Social Forces in Nursing as a special topics course for the Winter Quarter. Approved on a Reagan/McConathy motion.

Dr. Rea presented a draft of a procedure allowing senior level undergraduates who meet certain GPA and recommendation requirements to pursue up to 12 graduate hours while completing their requirements for the baccalaureate degree. Several questions and suggestions from the deans were noted. Mr. Vento reported that the tracking of undergraduate and graduate coursework and GPA's would be no problem since the new SIS tracks undergraduate and graduate transcripts separately. Dr. Rea will discuss this procedure with the Council of Academic Vice Presidents of the University of Louisiana System.

Dr. Rea also discussed with the Council the recent report of the Board of Regents' external consultant's review of the Superior Graduate Fellows Program. The report called attention to their conclusion that required GRE scores were not predictors of the success of the students. The report called into question, as other reports have, the validity of standardized scores as primary admission criteria. Dr. Rea feels that the use of GRE and other standardized scores—as required by Board of Supervisor policy—will be reviewed.

Dean Jacobs presented the Forms and Procedures to be followed for University Sponsored Study Tour Programs and for College Sponsored Study Tour Programs. The deans were asked to distribute the discussed memo and forms to departments and faculty as appropriate.

The Council discussed the formulation of a policy on faculty retention of grade reports and graded materials. Dr. Rea will gather additional information and place the policy on the agenda of the next Council meeting.

Mr. Vento brought to the Council a recommendation to revise university deadlines for degree candidates to register for graduation. After discussion, the Council adopted the recommended deadlines effective Winter Quarter 2001-2002 (Johnson/McConathy motion).

Mr. Vento also provided an update of the Bulldog On-Line Student System (BOSS) scheduled to go live on October 25. Dr. Rea expressed appreciation to Mr. Vento and other staff who have worked diligently to provide this system in a compressed time frame.

Meeting adjourned at 4:00 p.m.

Council of Academic Deans

September 25, 2001

The Council of Academic Deans met on Tuesday, September 25, at 8:15 in WT 1647.

Members present were: Rea, Dauzat, Ford, Guice, Jacobs, Johnson, McConathy, and Reagan

CAD's minutes of July 25 and poll vote of August 24 were approved (Jacobs/Reagan motion).

IPC minutes of September 11 were approved (Jacobs/Reagan motion) with the exception that action on new courses FCS 355 and FCS 341 was tabled pending further discussion of content duplication with psychology courses. The administrators and faculty of respective areas will meet to discuss the proposed courses.

After some discussion, Dr. Rea asked Dr. Jacobs to draft a policy concerning the "retention of students' graded materials" for consideration by the Council.

Dean Jacobs distributed information relative to grants and possible university programs for the Louisiana Purchase Bicentennial. Each dean was asked to consider and coordinate plans with Dr. Jacobs.

Dr. Rea asked that Dean Reagan chair a committee to review the suggested changes to the Student Evaluation of Faculty form. Dean Johnson, Linda Ramsey, a Computer Center staff member and two representatives from the University Senate will serve on the committee.

Meeting adjourned at 10:00 a.m.

Council of Academic Deans

July 25, 2001

The Council of Academic Deans met at 1:30 p.m. on Tuesday, July 25, in Wyly Tower 1647. Members present included: Rea, Ford, Guice, Jacobs, Johnson, LaBorde (for Dauzat), Liberatos (for Reagan) and McConathy.

CAD's minutes of May 21 were approved on Jacobs/McConathy motion.

IPC Poll Vote action of July 11 was approved Jacobs/Liberatos motion.

Graduate Council Poll Votes of June 1 and June 29 were approved on Jacobs/Johnson motion.

Dean Ford presented a status report on the Web-based Registration Project. In revising the quarterly scheduling of administrative activities leading to web-based registration—including schedule preparation, publication, student advising and the beginning of the dates set for registration—the process will allow for student advising to be scheduled in the ninth week rather than in the eighth week (current schedule). In light of this change, Dean Ford proposed that “the last day to withdraw and receive a W grade” be moved from the last day of the seventh week to the last day of the eighth week of the quarter, effective Spring Quarter 2002 (target date for implementation of web-based registration). The proposal was approved on a Ford/McConathy motion.

The Council discussed (1) a new policy relative to the licensing and installing of computer software, (2) expenditure of Professorship professional development funds for 2001-2002, (3) proposed alternatives for replacing Speech 110/377 to meet the speech communication requirements for the GER, and (4) the upcoming Academic Administrators' Workshop on August 14.

Meeting adjourned at 2:40 p.m.

Minutes of the Council of Academic Deans

May 21, 2001

The Council of Academic Deans met at 9:15 on Monday, May 21, 2001, in Wyly Tower 1647. Members present were Rea, Dauzat, Ford, Guice, Jacobs, Johnson, McConathy, and Reagan.

Dr. Gary Stokley was in attendance to provide information to the Council relative to the Ruston-Lincoln Convention & Visitors Bureau Tourism Development Grant Program. As Louisiana Tech's representative to the Lincoln Parish Tourism Commission, Dr. Stokley shared printed information and comments about the submission of grant proposals for sponsored conferences and programs which would bring overnight guests into the parish. Dr. Rea thank Dr. Stokley for bringing this grant program to our attention.

Minutes of the April 23 meeting of the Council of Academic Deans were approved on a Jacobs/Guice motion.

Instructional Policies Committee minutes of May 8 were approved on a Reagan/Jacobs motion.

Graduate Council poll vote of March 28 and minutes of May 1 were approved on a Johnson/Jacobs motion.

Dean Dauzat presented three special topics courses for approval as summer offerings:

Education 594C: Dissertation Prospectus Development

Education 489C: Components of Effective Teaching

Education 589C: Leading with Technology (web-based course)

These three courses were approved on a Dauzat/Reagan motion.

Dean Reagan presented a request to a special topics course in the fall quarter--ANS 389C: Computer Applications for Health Care Professionals. Course was approved on a Reagan/Dauzat motion.

The Deans discussed the University Senate recommendations for revisions to the student evaluation of faculty form. Dr. Rea indicated that we would follow the same procedure that was used when the current form was developed and approved. He will appoint a sub-committee with membership from the Council of Academic Deans and University Senate to meet and develop final revisions for recommendation. The target date for implementation of any changes will be Spring 2002.

Dean Guice requested that the administration develop a "pathway" for seniors to begin graduate work prior to the last quarter of undergraduate enrollment. Dr. Rea and Dean McConathy will investigate possible options and discuss with Graduate Council and the Council of Academic Deans.

Meeting adjourned at 10:30 a.m.

Council of Academic Deans Minutes

April 23, 2001

The Council of Academic Dean met at 9:00 a.m. on Monday, April 23, 2001, in Wylie Tower 1647. Present: Rea, Dauzat, Jacobs, Guice, McConathy, Reagan.

Dr. Rea asked Linda Ramsey, Director of the Center for Educational Excellence, to present to the Council a review of 2000-2001 faculty and staff development activities and discuss future programming. Ms. Ramsey distributed a summary of activities and Plans for 2001-02 (see attached) and requested feedback from the Council regarding new faculty orientation sessions, brown bag lunch programs, the academy for teaching and learning, and support staff activities. Dr. Rea and the deans expressed appreciation to Ms. Ramsey for the successful programming for 2000-2001 and the plans for 2001-2002, recognizing the benefits of such programming to all university faculty, staff and students.

Minutes of the Council of Academic Deans meeting of March 20 and poll vote of April 10 were approved on Reagan/Dauzat motion.

IPC minutes of April 10 were approved on a Reagan/Jacobs motion.

Graduate Council minutes of January 16, February 20, and March 14 were approved on a Reagan/Jacobs motion.

Dr. Rea distributed copies of forms for the collection of data for the Annual Institutional Survey for the Board of Supervisors. Dr. Rea will visit with the Board Staff for clarification of some of the items requested and the timeline.

The Council discussed the funding available through endowed professorships for the 2001-2002 academic year. Dr. Rea will prepare information to be submitted to Dr. Reneau as part of the annual budgeting process.

Academic Affairs Retreat

April 3, 2001

Dr. Rea, academic deans, and Margaret Alexander met on April 3, 2001, in the Waggoner Room of Thomas Assembly Center for a day of information sharing and planning. Section meetings during the day included other administrators as appropriate.

8:00 Bob Vento, Registrar, presented to the deans and associate deans for undergraduate, graduate studies, and research in each college the outline of the Web-for-Students overview and timetable. (Handout attached)
This project will require a complete review of the way we process student registration information. The proposal is to test with junior/senior/graduate engineering students fall 2001 with on-line for junior/senior/graduate students university wide in the Spring 2002. Mr. Vento will direct this project.

9:15 Same group discussed ways the university could encourage the development of additional on-line course offerings and distance learning degree programs. Comments and suggestions included: reviewing the fee structure for student fees related to distance learning courses, with return to departments or funds for incentives to develop; graduate degree programs seem to be most suited for distance learning degrees; faculty release time or significant stipend to develop courses; setting up test sites throughout the state for student testing in web courses (possibly regional service centers); faculty recognition/award; student evaluation input of first class should not be mandatory for inclusion in evaluation of faculty; certificate programs should be considered—particularly in the area of workforce development where grant funding is available; others

Suggested Programs/Courses for Distance Delivery

L Arts will review M.A. in English proposal
Technical Writing Certificate
Architecture degree option

CAB on-line MBA program

COES Has assistive technology certificate program

ANS GIS certification through Continuing Education and
HIM progression degree

Educ Introduction to Education Educ: 125
Special Topics courses
Certification courses/program

Suggested actions to address the reduced earnings of Endowed Professorships and Endowed Chair were discussed. Each dean is to provide a copy of award letters and plans to address earnings problems.

There was discussion regarding compensatory time as appropriate to individuals employed full time on grants. Currently 12-month employees on grants are eligible. There was not a decision to exclude "grant" employees as eligible for compensatory time.

After lunch, non-college academic unit directors took the opportunity to share with the deans and other attendees information about operations or activities in their respective areas:

Roy Waters, Computing Center (review of software licenses)

Rebecca Stenzel, Libraries (e- books; new statewide cataloging database)

David Cargill, Center for Instructional Technology and Distance Learning (Internet 2 Day and multi-media classroom security issues)

Monty Sullivan, Rural Development (successful conference sponsored by RDC)

Beverly Johnson, Financial Aid (verification of student attendance in class is critical to university compliance with Title IV regulations)

Jan Albritton, Admissions (recruiting efforts, articulation, projected enrollments)

Dawn Basinger, PK-16 Coordinator (Coordinating Council activities and university-wide accountability for teacher education preparation)

John Brewer, Director of Barksdale Program

The deans remained for additional discussion and planning for the 2001-2002 year.

Minutes of the Council of Academic Deans

March 20, 2001

The Council of Academic Deans met at 9:00 a.m. on Tuesday, March 20, 2001, in Wyly Tower 1647. Present: Rea, Dauzat, Ford, Jacobs, Johnson, McConathy, Reagan.

Dr. Rea asked Dr. Mel Corley to begin the meeting with an overview of the Internet 2 and status report. Dr. Corley reported that we were fully on Internet 2—participating in the Abilene Project, the high speed network. In addition to presenting technical information, he suggested several ways in which faculty can utilize the high speed network, emphasizing video conferencing capability--between two individuals or for mutli-point applications. Dr. Rea thanked Dr. Corley for his presentation and for his efforts in bringing Internet 2 to the Tech campus.

Mr. David Cargill and Dr. Mike Page presented information and examples related to on-line instruction and Blackboard software and support available to faculty in the development of on-line courses. They reported that 273 courses have been designed with on-line components utilizing Blackboard support. Approximately 1/3 of the faculty are utilizing Blackboard for on-line instructional purposes.

The deans discussed strategies for supporting faculty in the development of on-line courses and degree programs. Dr. Rea asked that each dean bring specific suggestions to the CAD's Retreat scheduled for April 3.

The CAD's minutes of February 20 were approved on Reagan/Jacobs motion

Dean Reagan presented the request to offer **ANS 489C: Dynamics of Family Interaction** in Summer 2001. Course was approved unanimously on Jacobs/Reagan motion. (Attached)

Dean Ford reviewed the recommended Admission Requirements for Home Schooled Students noting that the revision bring us into compliance with recent federal legislation. (Attached)

Meeting adjourned at 11:30 a.m.

Minutes of the Council of Academic Deans

February 20, 2001

The Council of Academic Deans met at 9:00 a.m. on February 20, 2001 in Wyly Tower 1647. Members present were Rea, Ford, Guice, Jacobs, Johnson, McConathy and Regean.

Dr. Rea began by welcoming Vice President Jean Hall, Corre Stegall and Pam Gilley from the University Foundation and Vice President Joe Thomas. They discuss with the Council the financial status of Endowed Chairs and Professorships. Additional information relative to projected income available for expenditure in support of current chair and professorship holders was distributed and reviewed. Each dean was charged with analyzing the status of accounts in the respective college and meeting with Vice President Thomas to address any projected deficits by the end of the month. Dr. Rea thanked the group for meeting with the Council and expressed appreciation for their work and for the excellent manner in which the Foundation's Investment Committee serves the university.

Mr. Yoosuf Picard, Academic Affairs officer of the Student Government Association, explained to the Deans the recent decision of the SGA not to pursue the establishment of a repeat/delete policy at Louisiana Tech. After extensive research, it was concluded that students who chose to continue in graduate school, law school, medical school, and other professional studies were not penalized by admission boards, etc. by having a cumulative GPA rather than a "repeated" GPA. In fact, admission criteria to professional/graduate schools utilize cumulative averages and require the recalculation of "repeated" averages to cumulative averages. In reviewing institutions with and without repeat/delete policies, the SGA was not convinced that having a repeat/delete policy would not negatively impact the image of Louisiana Tech University. In the final determination by the SGA, it was not considered to be in the best interest of students or the university to pursue the repeat/delete policy. Dr. Rea complimented Mr. Picard and the SGA for their professional study of this policy and the effort expended on behalf of students and the university in this matter. Mr. Picard noted that Mr. Vento, Registrar, had been of great assistance in the study and that Mr. Picard had gained an appreciation of the work that Mr. Vento performs as Registrar.

Minutes of the CAD's meeting of January 23 were approved on a Guice/Jacobs motion.

Instructional Policies Committee minutes of February 13 were approved on a Jacobs/Ford motion.

The proposed change to the Faculty Counseling/Advising section of the Faculty and Staff Handbook were discussed and approved. (See attached).

Dr. Rea distributed the revised Overload Form and Procedures Statement, indicated that these are drafts, and requested that the deans review and respond to the Office of Academic Affairs or to Dean McConathy with suggestions.

Dean Ford distributed a "yellow card" to be used by students with financial aid who are resigning from the university. The card requires instructors' signatures and a record of last day

of class attendance for compliance purposes. This procedure and cards have been forwarded to departments and faculty.

The deans agreed to support with funds a campus professional development program for administrative support staff on April 25.

Meeting adjourned at 11:00 a.m.

Minutes of the Council of Academic Deans

January 23, 2001

The Council of Academic Deans met at 10:00 a.m. on January 23 in Wyly Tower 1647. Members present were Rea, Dauzat, Ford, Guice, Jacobs, Johnson, McConathy and Reagan.

December Poll Vote action was ratified on Jacobs/McConathy motion.

Graduate Council minutes of December 5, 2000 were approved on a Reagan/Jacobs motion.

Dean Jacobs presented the request for approval of **Liberal Arts 389C - Civic Journalism and Liberal Arts 394C - Graphics for Journalism for the Spring Quarter**. These course offerings were approved on a Reagan/McConathy motion.

Dean Dauzat suggested that the wording of the Handbook section "Faculty Counseling" relative to office hours be revised for clarification. A revised statement will be prepared and submitted for consideration by the Council.

The Council reviewed the Handbook section "Campus Computer Policy" as it relates to E-mail policy. Additional input from the Computing Center will be used in drafting revisions or additions to this policy. A revised statement will be prepared and submitted for consideration by the Council.

The Council reviewed the new Board of Regents Endowed Professorship Policy and the university's compliance status. (The attached response reflects compliance actions.)

The Council reviewed the applicability of the Request for Reassignment Form. It was the Council's consensus that in most colleges the approved WorkLoad Policy/Form addresses the need to "collect" the value of released time and that an annual or periodic reporting to Dr. McConathy on release dollars for research (in addition to research dollars reflected in the university budget) would provide an accurate reflection of additional research commitments. This information, as forwarded to Dr. McConathy, will be collected and utilized in reporting research dollars for the University. The Request Form will no longer be needed for reporting purposes and no annual reporting to the Vice President will be required. The form can continue to be used as a college form if desired.

Meeting adjourned at 11:15 a.m.