

## **Council of Academic Deans Minutes**

**December 17, 2002**

The Council of Academic Deans met on December 17 at 8:30 a.m. in Wyly Tower 1647. Members present: Rea, Dauzat, Ford, Guice, Jacobs, Liberatos, McConathy, and Reagan.

The CAD's November poll vote favorable action was ratified (Reagan/Jacobs motion).

Instructional Policies Committee minutes of November 12 and December 12 were approved (Jacobs/Dauzat motion).

Graduate Council minutes of October 16 and November 6 were approved (McConathy/Reagan motion).

Dean Dauzat presented three special topics courses for consideration. The three courses (listed below) were approved (Dauzat/Jacobs motion).

Education 594C (083) Teacher Leader Institute I (Winter Quarter)  
Education 594C (083) Teacher Leader Institute II (Spring Quarter)  
Education 289C (051) Introduction to Career Development (Spring Quarter)

Dr. Rea reported to the Council that Dr. Norm Pumphrey, Chair of the University Senate, had notified him that the members of the University Senate voted on Monday, December 16, to approve a motion recommending the change of course/instructor evaluation methods from the current system to the Aleamonie system (CIEQ) as recommended by the Student Evaluation of Faculty Form Review Committee. The Council had reviewed the recommendation earlier and referred the proposal to the University Senate for consideration. The Council voted unanimously to adopt the recommendation of the committee to implement the CIEQ student rating form and revised procedures as ratified by the University Senate (Reagan/McConathy motion). Dr. Rea indicated that efforts will be made to implement the new form and procedure for the Spring Quarter 2003.

The Council adopted the following statement regarding changes in program requirements and curricula (Dauzat/Jacobs motion).

Students must be notified at least two quarters in advance of changes in their program requirements and curricula that have a direct impact upon their graduation. Students must sign a dated document indicating that they have been informed of the change(s). The signed document must be placed in the student's department file.

Dean Ford presented the report and recommendation from the Enrollment Management Council regarding the "W" policy. The recommendation that the university's "W" policy remain unchanged at this time was approved by the Council (Reagan/Jacobs motion).

The Council also approved the university's establishment of a Program Review process for departments that are not currently subject to external accreditation reviews (Guice/Jacobs motion). The Program Review policy will be finalized and implemented during this academic year.

The meeting adjourned at 10:10 a.m.

## **Council of Academic Deans**

**October 15, 2002**

The Council of Academic Deans met at 8:30 a.m. on Tuesday, October 15, 2002, in WT 1647. Members present included: Rea, Dauzat, Gene Callens (for Guice) Ford, Jacobs, Johnson, Reagan, and McConathy.

Dr. Rea began by introducing Elizabeth Higgins. Ms. Higgins has been recently hired as the Director of the Center for Rural Development. He reviewed her qualifications and experience, noting that she would be visiting with each of the deans concerning related activities.

Minutes of the September 11 CAD's meeting were approved (Reagan/Dauzat)

Minutes of the September 10 and October 8 IPC meetings were approved (Reagan/Jacobs)

Minutes of the April 16 and May 7 Graduate Council meetings were approved (McConathy/Jacobs).

Dean Reagan presented requests to offer three special topics offerings for the winter quarter:

ANS: 289C: Supervisory Management for Health Care Professionals

ANS 489C: Management of Soil and Water Quality

ANS 289C: Social Forces and Nursing Issues (winter and spring)

Course offerings were approved (Reagan/Ford).

After discussion regarding the effective date of the February 18, 2002 approved change in grade requirements for courses approved in a minor, the Council adopted the following:

A student must earn a grade of "C" or higher in each course applied toward meeting the requirements of a minor. This requirement will be applicable to new undergraduate students (freshmen and transfers) whose initial enrollment is Fall 2003 or quarters thereafter.

Dr. Rea distributed information and encouraged the deans to pursue Fulbright Scholar opportunities for their college, including the possibility of having Fulbright Visiting Scholars already in the U.S. visit and speak at Louisiana Tech.

Dr. Rea asked Dean Reagan to present additional information concerning the proposal from the Committee on Student Evaluation of Faculty Form. Dean Reagan noted that Dr. Aleamoni reported that every course be evaluated annually, that Dr. Aleamoni would be available to consult with the university for \$2,000 plus travel, and some campuses have used the standard forms with specific additions for distance learning courses.

After discussion, it was decided that Dr. Reagan will visit with committee members who were representing the University Senate telling them that the Council of Academic had reviewed the

proposal favorably, that funding had been identified, and that all courses would be evaluated in the fall, winter, and spring quarters. She will ask the University Senate representatives to take the committee's report/recommendations to the University Senate for review in the event there are concerns that need to be addressed. Then the Council of Academic Deans will act on the proposal and the Committee can begin the process of college meetings to present the CIEQ forms and the administrative process for conducting faculty evaluations by students.

Dr. Rea reported that we now have access to a compressed video site at the Rapides Center in Alexandria for course delivery.

Dr. Rea reported that Dean Jacobs was chairing a committee to recommend a process for Department/Program Review of programs not accredited by an external accrediting body.

Dean Jacobs outlined proposed activities (sponsored by Louisiana Tech) for Louisiana's Bicentennial Celebration. He asked that information regarding any other campus sponsored events be forwarded to him as soon as possible.

Dr. McConathy reminded members that graduate assistantship appointments can not be processed until the student is enrolled for a least 6 hours. Students who early register (or at least not register late) can avoid processing problems. She also reported that international students (non U. S. citizens) will be charged out of state fees when entering graduate school even if they have earned eligibility for a residency waiver at the undergraduate level.

Meeting adjourned at 9:45 a.m.

## Council of Academic Deans

September 11, 2002

The Council of Academic Deans met at 1:30 p.m. on Wednesday, September 11, 2002, in Wyly Tower 1647. Members present: Rea, Ford, Guice, Johnson, McConathy, Dennis Minor for Jacobs, Reagan, Cathy Stockton for Dauzat.

**CAD's minutes of May 7, 2002 were approved on a Reagan/McConathy motion.**

Dr. Rea brought back for discussion the May 7 item relating to CAB graduate admission requirements which had been tabled. Dr. McConathy presented recommendations concerning that proposal (see attached memo). **On a McConathy/Johnson motion, the Council unanimously approved the following changes: Change #1: Approved; Change #2: proposed change in compliance with university policy; CAB policy approved; Change #3: approval in abeyance, to be discussed for adoption as university policy; Change #4: add the following statement as part of appeal procedure—the dean's action may be appealed to the Graduate Council.**

**CAD's actions on poll votes of August 23 and July 12 were ratified on a Reagan/Johnson motion.**

**IPC minutes of May 14 were approved on a Johnson/Reagan motion.**

Dr. Rea asked Dean Reagan to present the report and recommendations from the Student Evaluation of Faculty Form Review Committee. After favorable discussion, it was decided that Dean Reagan would follow up on questions and report back to Dr. Rea and the Council. Dr. Rea expressed appreciation to Dean Reagan and her committee members for work on this important matter.

Dr. Rea asked the deans review the BOR degree inventory with their department heads and respond by September 19 if revisions needed to be made and communicated to the Board of Regents.

Decisions relative to endowed professorships were conveyed to the deans: Determination of professorship funds available for professional development activities will be made after February 2003. Expenditures should not be charged to professorship accounts until that determination has been made. At this time, new appointments should not include salary compensation and renewals with salary commitments should be recommended as a one-year appointment .

Dr. Rea asked Dean Johnson to present CAB planning documents (Strategic Planning Process and Strategic Charter). **The planning documents were unanimously approved on a Johnson/Guice motion.**

Meeting adjourned at 3:00 p.m.

## **Council of Academic Deans**

**May 7, 2002**

The Council of Academic Deans met on May 7 at 8:30 a.m. in Wyly Tower 1647. Members present included: Rea, Dautat, Guice, Jacobs, Johnson, McConathy, Reagan, and Bob Vento (for Ford).

Dr. Rea began by presenting a ULS policies change regarding the Minimum Length for Academic Courses. After discussion, it was determined that Louisiana Tech should support the policy statement “for each semester hour of credit, a traditional lecture or laboratory course shall strive to meet a minimum of 750 minutes.” Mr. Vento indicated that this option would be preferable with our academic calendar. Dr. Rea will respond to the ULS office.

Minutes of the Council of Academic Deans meeting of April 4 were approved (Dautat/Jacobs)

Minutes of the Instructional Policies Committee meeting of April 9 were approved (Reagan/Dautat).

Minutes of the Graduate Council meeting of March 20 were presented. Dr. Rea proposed that action concerning the CAB request to modify admission and retention requirements for the MBA, MPA, and DBA programs be tabled for review. Motion made by Jacobs, seconded by Dautat, to approve the March 20 Graduate Council minutes with the exception of tabling the CAB proposed policy changes. Motion carried with Dean Johnson voting in opposition. Dr. Rea noted that he would be meeting with each college dean and others to discuss the status of current and proposed doctoral and master’s programs.

Dr. Rea reminded the deans that academic program changes/requirements must be approved through the appropriate committees/councils, including approval by the Vice President for Academic Affairs and the President before they are effective and can be submitted by a college for publication in the University Bulletin. Dr. Rea said that beginning in the fall he would be scheduling monthly meetings with each dean to discuss various college activities.

Dean Guice presented a request to offer Engr 489C: Innovative Product Design Class - a pilot multidisciplinary course for undergraduate credit in the summer 2002 quarter. This course will be taught in the new CEnIT laboratory. Students will take an initial project concept through prototype development. Course was approved (Johnson/Reagan).

Dean Reagan presented two special topics courses from Applied and Natural Sciences for Fall 2002: (1) ANS 489C - Agri Selling, developed as part of a USDA grant for undergraduate credit) and (2) ANS 589B - Introduction to Structure and Function of the Brain, a web-based graduate level offering. Courses were approved (Reagan/Jacobs).

Dean Jacobs presented an Honors course (undergraduate credit) to be taught Fall 2002. LBAR 494C: The Politics of Science is a timely topic and will satisfy 3 hours credit in political science (GER). Course was approved (Jacobs/Johnson).

Dr. Rea noted the success of the Honors Program and thanked the deans for providing faculty to teach in the Honors Program. The involvement of faculty and students from the different colleges has been very important to the program growth.

Dr. Rea requested that each dean review the unit heads' recent evaluations of each departmental faculty member by July 1. He also asked the deans to forward for his review their evaluation of each college unit head/administrator, noting that only a copy of the evaluation memo or letter (not all documentation) should be forwarded.

Dr. Rea reminded the deans to begin a serious review of low completer degree programs so that appropriate attention could be given to such programs prior to scheduled review by the Board of Regents.

Noting that a change proposed by CAB in for CIS majors--to make a "C" or better in a CIS course in two attempts or be ineligible to continue to major in CIS--represents a significant departure from university policy, Dr. Rea asked Dean Johnson to provide information about the change. Dean Johnson shared that CIS has experienced a significant increase in majors stretching faculty and laboratory resources to offer courses. He noted that the new standard would address enrollment management issues and would enhance program quality and program reputation. Dean Reagan reported that HIM and Nursing have similar stipulations that have been in place for a number of years. Dr. Rea noted that increased standards can not be retroactive, meaning that students currently enrolled would be allowed to exit the program under the standards in place when they began the program.

Bob Vento asked the Deans to remind advisors that they should review developmental course needs, particularly for those students transferring from another major, so that students can be advised to complete any developmental course requirements within the first three quarters of enrollment. Dr. Rea expressed appreciation to Mr. Vento on the very successful development and implementation of the university's web-based registration system.

Dean Johnson requested clarification on the types of policy changes that should be forwarded for approval. Dr. Rea indicated that policies affecting academic programs and faculty should be submitted.

Dean Jacobs shared some Liberal Arts events that have been planned for the Louisiana Purchase Bicentennial Celebration 2003. He asked that the other deans share with him any events that are planned or might be considered as part of our participation.

Meeting adjourned at 10:00 a.m.

## **Council of Academic Deans**

**April 4, 2002**

The Council of Academic Deans met at 1:30 p.m. on Thursday, April 4 in Wyly Tower 1647. All members were present: Rea, Dausat, Ford, Guice, Jacobs, Johnson, McConathy and Reagan.

Minutes of the CAD's meeting of February 18 were approved (Jacobs/McConathy).

IPC minutes of March 12 and poll vote of March 22 were approved (Reagan/Jacobs).

Graduate Council minutes of February 5 were approved (McConathy/Reagan).

Dean Reagan presented three special topics courses for approval by the Council. These were approved on Reagan/Johnson motion

ANS 589C: Teaching Strategies for Science in Early Childhood for summer 2002  
(developed as part of grant; probably a one-time offering)

Nursing 289C: Social Forces and Nursing Issues (being offered for the second time)  
summer 2002

ANS 489C/589C: Family Problems (a survey course with some overlap with more in-depth courses in sociology and psychology).

Dr. Rea reminded the deans that summer enrollments must be sufficient to support offerings. Enrollments should be at least 15 in single section offerings and 20 in multiple sections.

Dr. Rea noted that he has asked Dean Regan, chair of the Student Evaluation of Faculty Form Review Committee, to proceed to identify a procedure for developing, administering and evaluating the Form and provide a recommendation to him this academic year.

Dean Johnson informed the Council of CenIT sponsored conference scheduled for May 10 at the TTC in Shreveport.

Dean McConathy reminded the deans of the Second Annual Student Research Symposium scheduled for Friday, April 12 and asked them to encourage faculty attendance in support of student work.

Dean Jacobs noted several scheduled events— spring production, Peter Pan; student art show in May, and academic excellence speaker, Randy Ewing.

Mrs. Alexander reminded the deans of the Disability Awareness Seminar materials (videos and handouts). The videos may be checked out from the CITDL/CEE. Department heads are to ensure that each faculty and staff member reviews review these materials this spring

Meeting adjourned at 2:15 p.m.

## Council of Academic Deans Minutes

February 18, 2002

The Council of Academic Deans met at 10:00 a.m. on Monday, February 18 in Wyly 1647. The following were present: Rea, Ford, Jacobs, Johnson, Liberatos (for Reagan), McConathy, Nelson (for Guice), and Stockton (for Dauzat).

Council of Academic Deans minutes of January 16, 2002 were approved on Ford/Jacobs motion.

Instructional Policies Committee minutes of February 5 were approved with discussion regarding the deletion of the previously required English 303, 332, or 336 from business curricula. Dean Johnson noted that the course reduction provided for a non-CAB elective to be included in the curricula. Dean Johnson asked if a reduction in the university required 45 hours in general education courses could be considered. Dr. Rea responded that a reduction would not be a consideration in that the present GER provides considerable flexibility in course selection. He also noted that each dean should have received information regarding an approved process allowing colleges to develop an alternative proposal for meeting the oral communications requirement in lieu of requiring Speech 110 or 377.

A motion to establish a minimum grade stipulation for courses applied toward a minor was approved on a Jacobs/Liberatos motion. As approved: A student must earn a grade of "C" or higher in each course applied toward meeting the requirements for completion of a minor.

Dr. Jim Nelson presented a request to approve the offering of **Engineering 489C and 589C: Entrepreneurship for Scientists and Engineers**. The course is sponsored by the Center for Entrepreneurship and Information Technology and is designed to provide an overview of major elements and the process of creating high technology entrepreneurial enterprises. The course is open to students and faculty in other disciplines. Approval was granted on a Nelson/Johnson motion with the stipulation that the syllabus be amended to clearly identify the additional requirements for students which to earn graduate credit.

Dean Ford and Amy Stegall, Coordinator of Transfer Admissions, discussed the evaluation of transfer credits. It has become policy that a transferring student who submits transcripts from Louisiana institutions 30 days before registration will have a completed evaluation of GER transfer credits and will receive notification as to GER credits that will be accepted for transfer. It was agreed by the deans that Ms. Stegall will be authorized to evaluate out of state school transcripts for GER courses. Dean Ford asked that the deans assist in "validating" transferability of courses from Louisiana community colleges. She distributed course information and credentials of faculty who taught the course and asked that the deans have the appropriate department head determine if the instructor meets SACS requirements so that the course can be identified for acceptance or non-acceptance for transfer credit. As new Louisiana's community colleges obtain SACS accreditation, the evaluation of individual faculty credentials will not be necessary.

Dean Ford reported that she and Dr. Jim Dyer have completed preparation of an Advising Handbook designed to be a reference of “undergraduate information” to faculty advisors and staff members. Dean Ford will be working with the colleges in determining the most effective approach to using the Handbook in conducting advising training for faculty and staff.

Dean Ford also commented on the successful initiation of web registration for spring quarter. She also distributed information for the deans’ action regarding the ACT student opinion survey.

Dr. Rea took the opportunity—with several associate deans in attendance—to recognize the contributions of the associate deans to their colleges and the university and express his appreciation to those present.

Meeting adjourned at 11:25 a.m.

## **Council of Academic Deans**

**January 16, 2002**

The Council of Academic Deans met at 1:30 p.m. on Wednesday, January 16, in Wyly Tower 1647. Members present included: Rea, Ford, Guice, Jacobs, Connie LaBorde (for Dausat) McConathy, Reagan, and Elizabeth Wibker (for Johnson).

Mr. Bob Vento, Registrar, was present to discuss the proposed Academic Calendars 2002-2003 and 2003-2004. After discussion and a minor revision to the start and ending dates for the Summer 2003, the calendars were approved for recommendation to Administrative and Planning Council for consideration (Guice/Jacobs motion).

The Council approved the CAD's minutes of December 20, 2001 (McConathy/Jacobs motion).

Instructional Policies Committee minutes of January 8 were approved (Reagan/Jacobs motion).

The Retention Policy on graded materials and grade records was accepted. Changes discussed at the December 18 meeting have been incorporated into the revision as presented. Dr. Rea noted that the policy would be effective when approved by the President and that faculty would be notified by the Office of Academic Affairs.

Dean Jacobs presented a request to offer Liberal Arts 489C: Civic Journalism as a special topics course in the Spring 2002 Quarter. The course was approved for offering (Jacobs Reagan motion).

Dean Ford distributed and discussed a new scholarship opportunity (Jack Kent Cooke Foundation Scholarship). She recommended that Dr. Don Kaczvinsky be named the Louisiana Tech faculty representative and that the deans identify potential student nominees as soon as possible. Dr. Kaczvinsky will be submitted as the official representative.

Dean McConathy distributed copies of a memo outlines changes in the processing of graduate assistantships and out-of-state fee waiver approvals. The changes are in response to the new on-line registration system.

Dr. Rea asked that the Deans/Departments suggest a method for evaluating and improving the oral communication skills of professors. The interview/selection process includes an oral communication evaluation of foreign candidates. Dr. Rea would hope that we could establish a procedure for evaluation of the level of communication effectiveness in the classroom.

Dean Guice reported that 48 seed grants had been awarded to faculty through the Center for Entrepreneurship and Information Technology and that a space for renovation was being identified to house the CenIT.

Meeting adjourned at 2:45 p.m.