

Council of Academic Deans

November 17, 2004

The Council of Academic Deans met at 9:30 a.m., Wednesday, November 17, 2004, in Wyly Tower 1647. Members present: Rea, Dautat, Jacobs, Liberatos, McConathy, Napper and Wibker (for Reagan).

Council of Academic Deans minutes of October 5 were approved (Dautat/Liberatos).

Instructional Policies Committee minutes of October 12 and November 9 were approved (Jacobs/Dautat)

Graduate Council minutes of September 15 were discussed and approved with the exception of Item #3--revisions to MSE-Professional Track out-of-state waiver—which was tabled (McConathy/Jacobs).

Graduate Council poll vote of October 22 and minutes of October 20 were approved (Dautat/Jacobs). Dr. McConathy reported that Graduate Council has subsequently, following an explanation by Dr. Tony Young at the November meeting, removed the prerequisites from Psychology 642 and 643.

The Council reviewed Policy 2105: Louisiana Board of Regents Support Fund Endowed Professorships. Revisions to the University's policy regarding the award procedure were approved (Dautat/Jacobs). The changes are noted in bold on the attached policy page. These revisions will be submitted to the President for approval and inclusion in the University Policies and Procedures Manual.

Dr. Rea reminded the Council of the following items:

- Deadlines for submission of current Rosters of Instructional Staff
- Procedure for updating the Future Course Offerings website
- Revised forms and procedure for submitting course changes directly to the Registrar with approval of the dean.
- Information from Financial Aid on TOPS eligibility for students on internships

Meeting adjourned at 10:40 a.m.

Council of Academic Deans

October 5, 2004

The Council of Academic Deans met at 9:30 a.m., Tuesday, October 5, 2004, in Wyly 1647. Members present: Rea, Dauzat, Ford, Jacobs, Liberatos, McConathy, Napper, and Reagan.

Council of Academic Deans minutes of September 2 were approved (Reagan/Dauzat).

The following special topics were approved following discussion:

1. University Seminar 189A: Study Methods (submitted as ANS 189A but determined more appropriate as Univ 189A) (Reagan/Jacobs)
2. ANS 489B and 589B: Advanced Forest Soils and Nutrition (Liberatos/Ford)
3. EDCI 489C: The Visually Impaired Child in the Public School Classroom (Dauzat/Reagan)

Dr. Rea discussed the international education component required by the Board of Regents' General Education Requirements Policy. He asked each dean to nominate one faculty member to serve on a International Education Committee to be charged with reviewing courses that can be used to satisfy the international education requirement and to develop guidelines for the new international experiences scholarship.

Dr. Rea presented a draft statement which would respond to questions and clarify the practice that the required texts for multi-section courses per quarter be the same for all sections. The statement is:

The policy concerning same text book adopted for multi-section courses has developed as a matter of practice at Louisiana Tech (and other universities as well). This practice serves the department, faculty, bookstore, and certainly the students. **Required textbooks for multi-section courses will be the same for all sections. Selection will be a departmental decision based on appropriate faculty review and recommendations.** This statement will be included as part of the textbook policy.

The policy statement was approved by the Council (McConathy/Jacobs).

Meeting adjourned at 10:45 a.m.

Council of Academic Deans

September 2, 2004

The Council of Academics met at 9:30 a.m. on Thursday, September 2 in Wyly Tower 1647. Those present included: Rea, Dauzat, Ford, Jacobs, Liberatos, Nelson and Reagan.

Dr. Rea welcomed Vice President Jerry Drewett and Mr. Sam Wallace to the meeting to discuss the use of the Hold Harmless form that has been developed for implementation at the suggestion of the Office of Risk Management after discussion with ORM about an accident in a HES senior exercise class. The form had been distributed earlier to the academic deans for review and discussion with department heads. After discussion, it was decided that the Hold Harmless agreement would be used (or incorporated into an existing form) for all physical activity courses/events and other academic activities as determined appropriate by each dean. Each dean will forward a list of classes and activities that will utilize the form to the Office of Academic Affairs by September 20. Each department will be responsible for maintaining these records (signed forms) for two years plus the current fiscal year and then disposing of the records appropriately. It was suggested that the form or an appropriate disclosure statement be included in the Student Handbook or other publication either in addition to or in place of the course-by-course form. This suggestion will be considered.

Minutes of the June 22, 2004, meeting of the Council of Academic Deans were approved (Reagan/Jacobs motion).

Dean Dauzat presented syllabi and requested approval for Education and Teacher Institute special topics courses that have been developed as professional development offerings to meet the needs of area parishes and schools. Two professional development courses were also included in the distributed special topics courses. All offerings were approved (Dauzat/Jacobs motion). Dr. Nelson (for Dean Napper) abstained.

Dr. Rea discussed several items with the deans: TOPS, emphasizing advising to meet the TOPS requirements; Low Completer review and annual reporting by each department head on degree completers after spring commencement each year; Professorships – the plan to fill eligible professorships this year even if there is not a balance of spendable funds for support in order to provide recognition to faculty as well as to donors of the funds identified for the professorships by October 1; establishment of International Education Scholarships this academic year to be funded with a contribution of \$1,000 from each college and Academic Affairs, awarding 2 scholarships, if possible.

Meeting adjourned at 11:10 a.m.

Council of Academic Deans

June 22, 2004

The Council of Academic Deans met at 9:00 a.m. on Tuesday, June 22 in Wyly Tower 1647. Those present included: Rea, Dautat, Ford, Jacobs, Liberatos, Napper, McConathy and Reagan.

Dr. Rea recognized and welcomed to the Council the new deans – Dr. James Liberatos, College of Applied and Natural Sciences, and Dr. Stan Napper, College of Engineering and Science. Their selections will be confirmed by the ULS Board of Supervisors at its meeting on Friday, June 25.

Council of Academic Deans minutes of March 22, 2004, were approved (Ford/Jacobs).

Instructional Policies Committee minutes of April 13, May 11, and June 8 were approved (Jacobs/Liberatos).

Graduate Council minutes of March 17, April 14, and May 12 were approved (McConathy/Dautat). Dr. Rea noted that Dr. Clarice Dans, the audiology faculty, and Dean Jacobs had done an excellent job with the development of the Doctor of Audiology program and approval process. Because they were successful in attracting two additional quality faculty members to the program, the Board of Regents has given approval to initiate admission of students beginning Fall 2004 – a year earlier than initially proposed.

Graduate Council poll vote actions of March 15, March 25, April 2, May 24, May 27 and June 2 were reviewed and approved (Reagan/Ford).

Members discussed the minor changes in the Tenure/Promotion Report Form. Dean Reagan had an additional suggestion regarding moving the “date of vote” lines beneath the committee chair signature. Revised form approved with this addition.

Dean Jacobs shared with the Council information regarding the General Studies degrees, areas of concentration/enrichment, and other requirements for the degree. Dr. Jacobs expressed appreciation for several faculty members (outside Liberal Arts) who assist in evaluating and advising for the growing number of general studies majors. It was suggested that Mrs. Jimmerson, Coordinator of the General Studies Program, present a workshop for the Admissions staff and perhaps as a faculty development activity next year.

Dr. Rea announced that the Annual Academic Administrators’ Workshop has been scheduled for 9:30, August 10, in Wyly Tower Auditorium. Suggested topics for presentations should be submitted to Academic Affairs.

Other topics discussed by Council members included: submission to BOS of proposals by Health Information Management for on-line degree programs at the undergraduate and graduate levels, BOR low completer program status, endowed professorships, service learning, assessment of the effectiveness of special topics courses, revision to office hours statement, official university excuses, success of the GEAR UP program in the College of Education, updating of all unit websites in preparation for SACS compliance documentation, and academic annual reporting.

Meeting adjourned at 11:00 a.m.

Council of Academic Deans' Minutes

March 22, 2004

The Council of Academic Deans met at 1:15 p.m. on Monday, March 22 in Wylly Tower 1647. The following members were present: Rea, Dautat, Ford, Jacobs, Liberatos, McConathy, Stan Napper (interim dean, COES), and Reagan.

Dr. Rea began by informing the deans that the Board of Regents was initiating the low completer review process this month. Official information will be forwarded to respective deans and departments soon.

The Council approved CAD's minutes of February 17 and March 4 (Reagan/Jacobs motion).

The Council approved poll votes of IPC of March 17 and March and IPC minutes of March 9 (Reagan/Jacobs)

The Council approved minutes of the Graduate Council for February 11 and poll vote actions of February 20, February 25, March 4 and March 10 (Jacobs/Dautat motion).

Dr. Rea brought back to the committee the response from the subcommittee appointed at the March 4 meeting and asked to review the proposed 8:30 beginning time class schedule to determine what effects the change would have on scheduling in college departments. Dr. Rea had also asked Dr. Rick Simmons, Chair of the University Senate, to discuss the proposed schedule with the Senate Executive Committee. While recognizing some possible advantages to the change, both groups recommended deferring a decision to change the class period schedules until additional study of the traffic issues can provide more data. Council unanimously approved decision to defer action on this proposal pending additional study of the issues (Liberatos/Jacobs motion) Dr. Rea indicated that he would discuss the matter with Vice President King to determine how to initiate the traffic study and/or compile data.

Dean Dautat presented a request to offer EDUC 589C: Using Technology in Adult Education as an on-line offering in the Spring Quarter. Request approved (Dautat/Jacobs motion)

Dean Reagan asked for discussion and decision on a tenure/promotion procedure question. In rare occasions when a faculty member who applies for tenure/promotion clearly does not meet the minimum publication/scholarly requirements for consideration for tenure and promotion, should the department or is the department required to send the dossier/application material to external peer evaluators. The Council was in agreement that when "consideration" is given to the application at the department level and the determination is made that the minimum criteria have not been met, external peer review is neither required nor appropriate.

Meeting adjourned at 2:50 p.m.

Council of Academic Deans' Minutes

March 4, 2004

The Council of Academic Deans met at 8:30 a.m. on March 4, 2004 in Wyly Tower 1647.

Members Present: Rea, Dauzat, Ford, Paul Hale (for Guice), Jacobs, Liberatos, Reagan

Dr. Rea reported to the Deans that an informal suggestion had been made to consider changing the class time schedule to begin at 8:30 rather than as currently at 8:00. Vice President Jim King was present to address the proposal. He said that the suggestion was in response to anticipated increasing traffic problems for the City of Ruston particularly concerning traffic during school "take-in" times in the morning including Tech students getting to the campus for 8:00 classes. Also both car and pedestrian traffic flow to the campus during peak hours will be increased because of the new housing and several parking lots being added north of the railroad before fall. Possible advantages of the change mentioned during discussion, in addition to traffic flow, included that the change might ease some of the traffic flow coming from West Monroe/Monroe during the I20 bridge construction, and students with school age children might find the 8:30 class start time appealing, faculty and staff (still on the 8-5 schedule) would have time to "group" and even see students prior to the beginning of the class day. Bob Vento, Registrar, had prepared a revised class time schedule for review. He noted that fall course schedules were currently being prepared in the departments. He anticipated that any problems with the scheduling would not be with lecture classes but would be with the one-day a week labs in the sciences and art and architecture.

After additional discussion, Dr. Rea appointed a subcommittee--Chair, Dr. Ray Newbold, Dr. Libby Wibker, Dr. David Gullatt, Mr. Henry Stout, and Dr. Jim Nelson—to review the proposed schedule to determine what effects the change would have on scheduling in college departments and report to him as soon as possible.

A revised syllabus for Liberal Arts 494C: The Art and Culture of the Middle East (Honors Seminar) was distributed and a request was made to add approval of the course for graduate credit. The request was approved based on the requirements as stipulated in the syllabus (Jacobs/Dauzat).

Meeting adjourned at 9:30 a.m.

Council of Academic Deans' Minutes

February 17, 2004

The Council of Academic Deans met on February 17, 2004, at 9:30 a.m. in Wyly Tower 1647. Members present: Rea, Dausat, Ford Guice, Jacobs, Liberatos, McConathy and Reagan.

Dr. Rea asked Bob Vento, University Registrar, to present the proposed 2004-2005 and 2005-2006 University Calendars for discussion and approval. Mr. Vento noted that in most quarters commencement dates have been returned to the traditional Saturday. He also noted that while two days are still allowed for fee payment, it appears that only one day may be needed and that the Comptroller is considering adjusting to just one-day fee payment in the future. The 2004-2005 and 2005-2006 university calendars were approved as submitted (Reagan/Ford motion) and will be forwarded to Administrative and Planning Council for adoption.

Minutes of the January 13, 2004 meeting of the Council of Academics were approved with change of response date on Rosters of Instructional Staff to March 1 (Jacobs/Liberatos).

Instructional Policies Committee minutes of February 10 were approved (Reagan/Jacobs). Dean Jacobs noted that the CAB change to stipulate English 303 and 337 may require that we address the increased demand for those classes with additional faculty.

The Graduate Council minutes of January 14 were approved (Reagan/Jacobs).

Dr. Jacobs presented a request to offer Liberal Arts 494C: The Art and Culture of the Middle East (Honors Seminar) in the Spring 2004 quarter. The course offering was approved (Reagan/Ford). Dr. Jacobs noted that he would talk with Dr. Robbins about offering the course for graduate credit as well.

Dr. Rea reported that two faculty members had been selected to participate in CIEE's International Faculty Development Seminars - Summer 2004. These are the first international faculty development awards funded by the university through a new competitive award program.

Meeting adjourned.

Council of Academic Deans' Minutes

January 13, 2004

The Council of Academic Deans met on January 13, 2004, at 9:30 a.m. in Wyly Tower 1647. Members present: Rea, Dautat, Ford, Guice, Jacobs, Liberatos, McConathy, and Reagan.

Minutes of the November 13, 2004, meeting of the Council of Academic Deans were approved (Jacobs/Ford motion).

Instructional Policies Committee minutes of December 9, 2003, were approved (Reagan/Dautat motion).

Graduate Council minutes of December 10, 2003, were approved (Reagan/Jacobs motion). Dean McConathy asked the deans to remind their graduate directors and advisors to review graduate students who are on extension status and on conditional status and process changes as needed.

Dr. Rea asked Dean McConathy and Margaret Alexander to present information concerning revisions and instructions for the Roster of Instructional Staff. After discussion it was decided that updated forms will be e-mailed to the deans who will work with departments to make the corrections indicated and return final copies to Dean McConathy by March 1.

The deans discussed the proposed appointment definitions for adjunct faculty and research faculty as distributed. Definitions were revised and approved (Jacobs/McConathy motion) as follows:

Adjunct Faculty – Persons whose primary responsibilities lie outside the University or in another capacity with the University may be appointed on a part-time basis as adjunct professors, associate professors, assistant professors, and instructors in order to supplement the instructional program. Appointments as adjunct instructional faculty are without tenure with review on an annual or shorter basis dependent on appointment term.

Research Faculty – Faculty employed for the primary role of supporting the University's research efforts may be employed at the rank of senior research faculty or senior research engineer or research faculty or research engineer. Such faculty, as qualified, may provide instructional support to supplement the instructional program of the university. Such appointments are without tenure and subject to annual review and may be reappointed on a continuing basis if performance is satisfactory.

Research Associate – a staff appointment for a research project may be made at the research associate level for a fixed term as consistent with the research assignment. Such appointment is without tenure. The employment basis may be part-time or full-time.

These definitions will be incorporated into the appropriate university policy and will be submitted to President Reneau for approval.

Dr. Rea informed the Council of several current matters, including the Internationalizing of the Curriculum Initiative, sabbatical leave announcement, and 2004-2005 budget request format and timeline for submitting budget requests.

Meeting adjourned at noon.