

Minutes of the Council of Academic Deans

December 15, 2005

The Council of Academic Deans met on Thursday, December 15 at 8:30 am in Wylie Tower 1647. Present: Rea, Dausat, Jacobs, Liberatos, McConathy, Napper, and Reagan.

CAD's minutes of November 15, 2005 were approved (McConathy/Jacobs).

Graduate Council Poll Votes of December 1, 2, and 6, 2005 were approved (Jacobs/McConathy).

Dean Jacobs requested approval of Liberal Arts 489C: The Art and Culture of India. This course will be an Honors Course and was developed in response to the International Education Committee's plan to focus on India for the 2005-2006 academic year. Offering of the course for the Spring Quarter was approved (Jacobs/Reagan).

Dean Napper requested approval of Engineering 489A and Engineering 489B: Multidisciplinary Engineering Design. Course was approved for the winter quarter (Napper/Reagan).

Instructional Policies Committee minutes of December 13, 2005 were added to the agenda for consideration. Minutes were approved (Napper/Dausat).

Dr. Rea brought several items to the attention of the deans:

- a) ULS will be reviewing the activities of universities to expose students to international culture. He asked that the colleges look at ways to integrate short study abroad opportunities in specific sources.
- b) BORSF Post-Katrina initiatives include designated funding in next year's grant applications. Dates of April 3-4, 2006 have been selected for a forum conference in New Orleans.
- c) Desegregation Settlement to be decided this month
- d) BOR reviewing degree programs that have not met the requirement of mandatory accreditation. Statewide, 97% of such programs have gained accreditation. Tech is in full compliance.
- e) BOR has set a moratorium through 2006-2007 on new degree program review/approval. Letters of Intent may be submitted for consideration after the moratorium has expired.
- f) A dual enrollment meeting has been scheduled for January 6 at 9:00 am. Dr. Randy Moore will share assessment/needs information with colleges.

Meeting adjourned at 10:15 a.m.

**Minutes of the
Council of Academic Deans**

November 15, 2005

The Council of Academic Deans met at 10:00 a.m. on November 15, 2005, in Wyly Tower 1647. Present: Rea, Dauzat, Ford, Jacobs, Ford, Liberatos, McConathy, Reagan

Vice President Jerry Drewett and Bruce Ayres (physical plant) discussed with the deans information relative to energy costs, conservation, and building usage. They also reviewed with the deans a listing of evening classes for winter quarter. The deans will review class locations and report classes that can be assigned to other buildings.

Bob Vento, Registrar, was present and asked the deans to report “non-class” usage of rooms to the Registrar so that usage data could be captured and reported. He agreed to develop a form to be used to report such information. He also discussed with the deans a printout of all courses and enrollments quarter by quarter beginning spring 2003. Dr. Rea will be asking the deans to review course listings and justify the continuation of any course in the inventory if it has not been offered since spring 2003 or has been taught with low enrollments.

The Council approved the CAD’s minutes of October 18 (Liberatos/Dauzat).

The Council approved the November 8 minutes of the Instructional Policies Committee (Reagan/Jacobs).

The Council approved the October 19 and November 9 minutes of the Graduate Council (McConathy/Jacobs).

Dean Dauzat presented the following special topics courses for winter quarter offerings which were approved (Dauzat/McConathy):

- EDCI 289B: Introduction to Career Development
- EDCI 489C: Characteristics/Study of Gifted Individuals
- EDCI 489C: Using Technology in the Elementary Math Classroom
- EDCI 489C: Classroom Assessment Enhanced by Technology
- EDCI 594C: National Board for Professional Teaching Standards Cert. II

The meeting adjourned at 11:50.

Council of Academic Deans

Minutes of October 18, 2005

The Council of Academic Deans met at 10:00 a.m. on Tuesday, October 18, 2005 in Wily Tower 1647. Present: Rea, Dauzat, Jacobs, Liberatos, McConathy, Ramachandran (for Napper), and Wibker (for Reagan).

CAD's minutes of September 20 were approved (Liberatos/McConathy)

IPC minutes of September 13 and October 11 were approved (Dauzat/Liberatos).

Dean Liberatos presented two special topics course requests for Winter Quarter-- ANS 589B – Animal Behavior and ANS 389A—Ethics in Agriculture and Business. Both courses were approved (Liberatos/Dauzat).

Graduate Council minutes of September 28 were considered and approved (McConathy/Jacobs).

Meeting adjourned at 11:00 a.m.

Minutes

Council of Academic Deans September 20, 2005

The Council of Academic Deans met on September 20 at 1:15 in Wyly Tower 1647.
Present: Rea, Dauzat, Ford, Hale (for Napper), Jacobs, Liberatos, McConathy and Reagan.

Special Topics course requests were approved as submitted (Liberatos/Dauzat):

Psychology 589C: Student Development in Higher Education

ANS 489B: Animal Behavior

ANS 489C: Medical Genetics

ANS 589C: Graduate Medical Genetics

CAB 289A: Forms and Records Management

TISC 489C: Fostering Health Lifestyles

The Council discussed a revision to the income spending policy for BOR Endowed Professorships and Chairs. Dr. Rea reported that a change in policy (advantageous to the universities) should be considered and approved by the Board of Regents at its October meeting. After that date and action, CAD's will consider and adopt a revised policy in accordance with BOR action.

Dr. Rea presented the BOR plan for displaced faculty from Katrina-affected universities who want to work or conduct research at another university. There is a registration process through the Board of Regents and then the respective Vice Presidents must communicate and approve the placement of the faculty at another university.

Meeting adjourned at 2:00 p.m.

**Minutes
Council of Academic Deans
September 1, 2005**

The Council of Academic Deans met on September 1, 2005 at 10:00. Present: Rea, Dautat, Ford, Jacobs, Liberatos, McConathy, and Napper.

Minutes of the August 3 CAD's meeting were approved (Jacobs/Dautat).

Minutes of the August 17 CAD's meeting were approved (Dautat/McConathy).

The primary purpose of the meeting was to discuss the University's decisions and actions addressing Louisiana students and individuals displaced by Hurricane Katrina. The deans discussed ways to facilitate assistance to students who want to enroll here as well as how our students and faculty can be of assistance through service learning initiatives or volunteer activities as we work with individuals and families who will be housed in our parish for the next several months.

Information about four (4) professional development course offerings for Fall 2005 was provided. The Deans were encouraged to distribute the information to appropriate personnel within their college/unit.

Minutes

Council of Academic Deans August 17, 2005

The Council of Academic Deans met on August 17, 2005 at 4:00 p.m. in Wyly Tower 1647. Present: Rea, Dauzat, Jacobs, Liberatos, McConathy, and Bob Vento, Registrar.

The purpose of the meeting was to consider changes to the graduate admission non-degree category. Dr. Rea explained that he had met earlier with the Dean of Education, Dean of the Graduate School, and the Registrar to discuss needed clarification of the current policy. Out of that meeting came the proposed non-degree admission policy (see attachment). Copies of the proposed policy along with a revised application form were then distributed by Dr. McConathy. After consideration and discussion, the deans felt that the new policy would reduce confusion on the part of applicants and would facilitate and expedite the application process for their colleges and the Graduate School. On a motion by Dr. McConathy and seconded by Dean Dauzat, the proposed revisions to the non-degree admission category were approved.

**Minutes
Council of Academic Deans
August 3, 2005**

The Council of Academic Deans met at 8:30 am on August 3, 2005 in Wyly Tower 1647. Present: Rea, Dauzat, Mark Chopin (for Reagan), Jacobs, Liberatos and Napper.

Council of Academic Deans' minutes of June 9, 2005 were approved (Jacobs/Dauzat).

Instructional Policies Committee poll vote of July 25, 2005 (new B.S. in Geographic Information Science) was approved (Dauzat/Jacobs).

Graduate Council minutes of May 25, 2005 and poll vote of June 1 were approved (Liberatos/Chopin).

The deans provided feedback from unit heads regarding the University Senate proposed revision to the Textbook Policy as reviewed and forwarded from the Organization of Department Heads and Associate Deans. The deans expressed concern with the policy's potential impact, both financially and in content, on students if the pilot sections involved sequenced courses utilizing the same text. The deans asked that some rationale or wording (to include additional deliberation in the case of multi-sectioned, sequenced courses) be drafted for consideration. They also agreed that this revision regarding multi-sectioned courses be a pilot action and that the impact of the policy would be reviewed in January 2007.

The Council voted to house the originals of the Faculty Workload Surveys (FWS) in the respective dean's office. The following procedures were approved as documentation of the FWS procedures.

Revised Policy for Faculty Workload Surveys (FWS)

1. Faculty Workload Surveys FWS (also called Faculty Activity Surveys) will be completed quarterly for all full-time faculty, including research faculty who are not full-time grant employees, adjunct faculty, and graduate assistants who are teaching.
2. Original signed copies will be retained in the respective dean's office for five years (time may be longer if needed for accreditation purposes).
3. By the 4th Monday of each quarter, the dean will forward a memo to the Vice President for Academic Affairs, verifying that all workload forms have been processed and are on file.

4. Any changes to the college FWS will be reported to the Vice President prior to implementation of the change.

The deans discussed topics to be included in the Higher Education Leadership Training program that will be implemented beginning in the fall. Dr. Rea reminded the deans of the Annual Academic Administrators' Workshop to be held on August 15. The deans were also reminded to submit supplemental facility information to Academic Affairs for forwarding to the ULS facility project consultants.

Minutes of Council of Academic Deans

June 9, 2005

The Council of Academic Deans met on June 9, 2005, at 9:00 a.m. in Wylly Tower 1647.
Present: Rea, Ford Jacobs, LaBorde (for Dausat), Liberatos, McConathy, Napper and Reagan

Minutes of the CAD's meeting of March 15 were approved (Reagan/Liberatos). Poll votes of March 24 and April 19 were ratified.

Instructional Policies Committee poll vote of May 11, 2005 were approved (Jacobs/Liberatos).

Graduate Council minutes of April 27 were approved (McConathy/Jacobs).

Dr. LaBorde presented a request from the College of Education to teach Education 489C: Developing a Virtual Field Trip in the Summer 2005. The request was approved (McConathy/LaBorde) with the stipulation that additional coursework to be added to course requirements to ensure that the rigor required for graduate credit is demonstrated.

The Council discussed the suggested revision to the Textbook Adoption policy as proposed by the University Senate and reviewed and supported by the Organization of Department Heads and Associate Deans. After discussion, it was decided that each dean would discuss the change with department heads and bring departmental input to the next CAD's meeting for additional discussion before taking action on the proposed wording.

Dean Ford presented information about International Baccalaureate (IB) including a policy for reviewing and accepting IB credit at Louisiana Tech. The policy to accept IB credit, as outlined in the attached memo from Dean Ford, was approved (Ford/LaBorde). By July 1, each dean will submit a listing of General Education courses for which IB credit will be accepted.

Dr. Rea had been asked to clarify the required office hours for faculty teaching summer school. The Council concluded that the minimum office hour requirement would be five (5) hours per week over at least three days per week.

Several deans commented that faculty and department heads were reporting problems in classes with student behavior including use of cell phones and students going in and out of class, particularly in large sections. Dr. Rea noted that he would discuss this issue with Student Affairs and University Senate.

Dr. Rea informed the deans that Phase II of the University of Louisiana System's Facilities Utilization Project was underway. The deans will be involved in a meeting with the ULS consultants at Tech on June 28.

Dr. Rea also informed the Council that the University would provide university programming to recognize Constitution Day on September 17. The Department of Social Sciences will be sponsoring programs.

Dr. LaBorde distributed information concerning PRAXIS II Content Workshops scheduled in June. Faculty in applicable disciplines are encouraged to participate.

Meeting adjourned at 11:00.

**Minutes of the
Council of Academic Deans
March 15, 2005**

The Council of Academic Deans met at 1:00 p.m. on March 15, 2005, in Wyly Tower 1647. Present: Rea, Dauzat, Ford, Jacobs, Liberatos, McConathy, and Napper.

Minutes of the February 14, 2005 CAD's meeting were approved (Liberatos/Jacobs).

Instructional Policies minutes of February 15 and poll votes of February 28 and March 9 were approved (Jacobs/Dauzat).

Graduate Council minutes of January 26 (including poll votes as noted in minutes) were approved (McConathy/Jacobs) with the exception of Agenda Item #4 c. (1) and (2) of the January 26 minutes. These two requests (regarding admission requirements to the master's programs in Counseling and in I/O Psychology) were referred back to the College of Education for further study.

Graduate Council minutes of February 23 (including poll votes as noted in minutes) were approved (McConathy/Liberatos).

An Instructional Policies Committee poll vote noting approval of the new B.S. in Nanosystems Engineering degree, including 5 new courses in support of the program, was added to the agenda for CAD's action. Poll vote action was approved by Council (Dauzat/Napper).

Dean Dauzat presented a request from the College of Education to offer Special Topics courses: EDCI 289(B) Braille for Paraprofessionals and EDCI 289(C): Orientation and Mobility for Paraprofessionals of Blind Students in the Winter 2005 Quarter. These undergraduate course offerings were approved (Dauzat/Jacobs).

Dr. Rea, Dean Dauzat and Dean Ford updated the Council on the Dual Enrollment initiative.

Dr. McConathy reminded the deans of the dates of the SACS on-site review – April 5, 6, & 7. While areas should be familiar with the Quality Enhancement Plan, Dr. McConathy reported that she would be happy to schedule visits with departments and areas to answer questions about the QEP.

Meeting adjourned at 1:50 p.m.

**Minutes of
Council of Academic Deans
January 18, 2005**

The Council of Academic Deans met at 9:30 a.m. on Tuesday, January 18, 2005 in Wylie Tower 1653. Present: Rea, Dauzat, Ford, Jacobs, Liberatos, Napper, McConathy, and Reagan,

Council of Academic Deans' minutes of November 17 and poll vote of December 6 were approved (Dauzat/Reagan).

Instructional Policies Committee minutes of December 14 and poll vote of January 10, 2005 were approved (Reagan/Napper).

Graduate Council minutes of November 10 and December 15 and poll vote of January 6, 2005 were approved (Reagan/Dauzat).

Dr. Rea reported that summer school salary information would be distributed to deans within a few days. Dean Ford distributed copies of the summer scholars brochures showing summer offerings aimed at new students. In addition, Dr. Rea asked that deans remind department heads to schedule course offerings at times preferred by students (not at 7:30 a.m.).

Several other matters were discussed:

1. It is anticipated that Dual Enrollment Guidelines will be considered by the BOR in February or March.
2. University has established Undergraduate Summer Study Abroad Scholarship Program with the first awards to be made for Summer 2005. The International Education Committee will select the two recipients on February 25. Announcements will be made to students and faculty next week.
3. The International Education Committee is also in the process of identifying courses that will be used to meet the International Education Requirements as mandated by the Board of Regents. Effective with the incoming students in the fall 2005, students at Tech will be required to complete a three-hour course recognized by the university as meeting the BOR requirement for international education.
4. Graduate certificate program proposals should be finalized and submitted for review as soon as possible.

Meeting adjourned at 10:40 a.m.

Council of Academic Deans

February 15, 2005

The Council of Academic Deans met at 9:30 a.m. on February 15, 2005, in Wyly Tower 1653. Present: Rea, Ford, Jacobs, Liberatos, McConathy, Napper, Reagan, Stockton (for Dauzat).

Minutes of the January 18, 2005 CAD's meeting were approved (Reagan/Jacobs).

Dr. Rea asked Bob Vento, Registrar, to present and discuss the proposed academic calendars for 2005-06 and 2006-07. Following his presentation, the Council approved the prepared calendars with no changes (Reagan/Liberatos). The proposed calendars will be submitted to the Administrative and Planning Council for final approval.

Dean Ford reminded the deans of the revised web input and retrieval system for future course offerings listings. It is becoming apparent that more students are relying on this source for information in planning course schedules for both current and future schedules. She encouraged the deans to stress to the departmental responsibility for the updating and accuracy of the listings. Dean Ford noted that she would work with deans and with Dena Selmer to consider changes in the data entry process.

Dean Ford reviewed the ULS policy for reinstatement of suspended students for the purpose of attending a community college (attached). Mr. Vento explained that a memo would be required from the dean stating that the student had been reinstated by special permission to attend a community college. This will result in a special permission notation on the student's transcript.

Dr. Rea reviewed the listing of courses approved by the International Education Committee as meeting the BOR International Education Requirements. To meet Board of Regents' action regarding international education, freshmen entering Tech in Fall 2005 (and after) must complete will be required to complete one of the approved courses prior to graduation. Mr. Vento noted that the courses will be identified with an (I) in the course descriptor. He encouraged the deans to make sure that all curriculum sheets, effective Fall 2005 for incoming freshmen, are revised to include a place for documentation of International Education Required Course. It was noted that students beginning in Summer 2005 would be exempt from this requirement.

Dr. Stockton presented the College of Education's request to offer EDCI 289B: Introduction to Career Development. The Council approved the request to offer EDCI 289B in the spring quarter 2005 (Reagan/Jacobs).

Dean Liberatos voiced a concern about receiving notification from the University Foundation of available scholarship funds earlier enough (by February 1) so that funds could be targeted for the recruiting of students. Other deans agreed that the late timing of notification of funds availability reduces the effectiveness of the scholarships for student recruitment. Dr. Rea noted that he would discuss this with Vice President Stegall.

(As an update, information was delivered 12/16/05 to the colleges regarding the availability of scholarship funding).

Dean Napper provided additional information regarding the WAC Symposium scheduled for July, reviewed possible presentation topics, and encouraged participation of appropriate administrators and faculty.

Meeting adjourned at 10:45.