

Council of Academic Deans

December 14, 2006

The Council of Academic Deans met at 1:30 pm on Thursday, December 14, 2006, in Wyly Tower 1647. Those present included: Rea, Dausat, Ford, Liberatos, McConathy, Napper, Bill Willoughby for Jacobs, and Elizabeth Wibker for Reagan.

Council of Academic Deans minutes of November 15 were approved on a Liberatos/Dausat motion

IPC minutes of December 12 were approved on a Liberatos/Wibker motion

Graduate Council minutes of November 15 were approved on a Willoughby/McConathy motion.

Dean Liberatos presented a request to offer special topics courses ANS 489C and 589C: Aquatic Biology during the spring 2007 quarter as a second time offering. Course offerings approved on a Liberatos/Ford motion.

Dr. Rea shared with the Deans information regarding the establishment of a university committee on Service Learning and Civic Engagement.

The deans were distributed copies of the 2007-2008 budget request memos and forms.

Dean Dausat reported that BESE had approved a change that would require five years of foreign language instruction in the K-12 system. She was not sure of the implementation schedule but felt that when implemented it would increase the demand for certified teachers of foreign language and therefore impact our teacher education preparation programs.

Meeting adjourned at 2:00 p.m.

Council of Academic Deans

November 15, 2006

The Council of Academic Deans met at 10:00 a.m. on Wednesday, November 15, 2006, in Wyly Tower 1647: Members present: Rea, Dauzat, Ford, Jacobs, Liberatos, McConathy, Napper and Reagan.

Council minutes of October 18 were presented and approved (Dauzat/Liberatos).

Graduate Council minutes of October 18 were presented and approved (Jacobs/Dauzat), pending the submission of revised syllabi for speech courses for graduate credit.

Dean Liberatos presented ANS requests to offer ANS 489B and ANS 589B: Advanced Forest Soils and Nutrition in the Winter 2006 quarter. The course offerings were approved (Liberatos/Dauzat).

Dean Ford presented the recommendations from the Enrollment Management Council regarding changes in the Development Education Program policy. After discussion of the appeal process, it was decided that the respective college associate dean would be a member of the appeal committee to consider student reinstatement. The proposed policy changes were approved and will become effective Fall 2007 (Ford/Dauzat).

The Council next considered the recommendations from the Summer School 2007 Committee. This committee had been appointed by Vice President Rea to develop recommendations to increase summer enrollment in 2007. The Council voiced agreement with the following recommendations from the committee:

1. Adjust summer class schedules to begin classes at 8:00 am (from 7:30 start time).
2. Develop summer course offerings schedule in conjunction with spring schedule to facilitate earlier registration time for summer classes – beginning at early registration for spring/summer.
3. Increase summer publicity/advertising in as many mediums as possible (newspapers, e-mail, webpages)

Dr. Rea will present these recommendations to the President for his consideration.

Dr. Jacobs distributed information regarding the Study Abroad and Study Tour review and approval process. Dr. Rea noted that both the COES and CAB have working agreements with international universities and that COES is working on a college model for such agreements. Dr. Rea also informed the Council that the International Education

Committee is planning a International Education Symposium as a forum for sharing information from each college and even individual faculty regarding international education projects and activities. The planning group is looking at spring but has not yet decided on a date for the program. Because of the time needed by each college to prepare and schedule, the deans suggested that the symposium be held in Fall 2007 which would allow time for sufficient planning. The deans were very supportive of this type professional development program for faculty and staff.

The deans also wanted to go on record that lack of funding for maintenance and replacement of smart class room equipment in rooms that were installed five or more years ago is resulting in non-functional instructional rooms. Dr. Rea asked that the deans notify him of rooms that were in need of maintenance or replacement equipment. There was also discussion of problems with Blackboard down time.

Minutes of Council of Academic Deans

October 18, 2006

The Council of Academic Deans met at 10:00 a.m. on Wednesday, October 18, in Wylly Tower 1647. Members present: Rea, Dauzat, Ford, Jacobs, Liberatos, McConathy, Napper, and Reagan.

Council of Academic Deans' minutes of August 31 were approved and Poll Votes of September 6 and September 21 were ratified (Dauzat/Jacobs).

Instructional Policies Committee minutes of September 12 and October 10 were approved (Reagan/Dauzat).

Graduate Council minutes of September 27 were approved (Reagan/Ford) including poll votes of 8/22, 8/31, 9/11, and 9/19/2006.

Dean Jacobs presented a request to offer Liberal Arts 189A: Piano Accompanying to be offered in the Winter Quarter. The course will provide instruction to students who may be preparing to accompany other students in scheduled recitals/performances. The offering was approved (Jacobs/Reagan).

University Seminar 289A: Effective Learning Techniques was discussed and approved as a Winter Quarter offering. Dr. Zumwalt has taught this study method course once each year (winter) and has requested to teach it again as a special topics course. The offering was approved (Reagan/Dauzat).

Dean Liberatos presented ANS 489: Linkages: People and the Land in Developing Latin American Countries. The course will probably be offered as ANS 489B in the winter quarter (course instruction) and ANS 489A in the spring quarter (study tour trip to Honduras). The offering was approved (Liberatos/Dauzat) contingent on review and positive recommendation by the University Study Tour Committee, chaired by Dean Jacobs.

Vice President Rea, as Chair of the Subcommittee for Athletic/Academic Compliance, and Dean Liberatos, as Chair of the Athletics Council, presented the University's Academic Improvement Plan for Support for student athletes. Dean Liberatos explained the process in the plan development and asked for input from Council members. The Council voiced endorsement of the plan and appreciation for the development of the steps to address academic progress and success of student athletes. Dean Ford commented that the Enrollment Management Council has also been reviewing compliance with the developmental education course requirements and would be forthcoming with

recommendations for additional intervention through the Student Achievement Center for all students required to take developmental classes.

Dr. Rea also reminded the deans to make sure that appropriate college or department staff are updating faculty/staff directory information so that accurate contact information is used when university messages are distributed.

Dr. Rea advised the Council that a Summer School 2007 Committee had been appointed and charged to make recommendations to enhance summer school enrollments.

Dr. Wibker is chairing the committee which has met twice. At the last meeting, Dr. Wibker asked each college/division representative to present college or department specific recommendations at the Committee meeting scheduled for October. Dr. Rea asked that the deans visit with their committee representative(s) to discuss and finalize those recommendations.

Dr. Rea informed the Council that \$500 in professional development monies would be made available to endowed professorship holders for 2006-2007 with the availability of additional funds to be evaluated in early 2007. Dr. Rea requested that each dean visit with departments about compliance with the Board of Regents endowed professorship requirements and that the dean submit to him by November 1 a statement of compliance with the stated guidelines.

Meeting adjourned at 11:40 a.m.

Minutes of Council of Academic Deans

August 31, 2006

The Council of Academic Deans met at 9:00 a.m. on Thursday, August 31, in Wylie Tower 1647. Members present: Rea, Dauzat, Jacobs, Liberatos, McConathy, Napper, and Reagan.

Dr. Rea asked Bill Willoughby to present an on-line tutorial designed for training faculty in the use of Blackboard for course management. The tutorial was developed by communication design faculty member Jerry Berg. It is being made available to all colleges to use in faculty training. The Council requested that a letter be sent to Mr. Berg from the Council commending him on the development of the tutorial and expressing appreciation for his making it available to other faculty.

CAD's minutes of July 18, 2006 were approved (Dauzat/McConathy).

Dean McConathy discussed the Graduate Council minutes of August 28. In light of discussions by both the Graduate Council and the Council of Academic Deans concerning course duplication, the Council voted to approve the minutes with the tabling of Sociology 425 for graduate credit (Reagan/Jacobs). Dr. Rea requested that Dean Jacobs, Dean Dauzat and appropriate department heads meet to discuss the duplication question and forward a recommendation to Dr. Rea for CAD's action.

The Council considered Education, TIMA, and professional development special topics courses as submitted for approval. The following courses were approved (Liberatos/ Reagan):

**EDCI 589C: Bridging the Gap through Universal Design for Learning
EDCI 489C: INTECH 7 – 12 (G) www
EDCI 489C: INTECH K – 6 (G) www
TIMA 489C: Mathematics for high School Teachers (G) RFP grant
TIMA 489C: Mathematics for Elementary School Teachers: Making
Mathematics Meaningful (G) RFP grant
TIMA 489C: Mathematics for Middle Grades Teachers: IMPACTS! In
Mathematics (G) RFP grant
University Seminar 289A: Effective Communication for Increased
Productivity
EDCI 489A: Assessing and Documenting Student Learning Outcomes
EDCI 494A: Current Issues in Higher Education
EDCI 489A: Service Learning: An Integral Curricular Component**

Meeting adjourned at 10:15.

Minutes of Council of Academic Deans

July 18, 2006

The Council of Academic Deans met at 9:00 am on July 18, 2006 in Wyly Tower 1647. Present: Rea, Dautat, Ford, Jacobs, Liberatos, McConathy, Napper, and Reagan.

Dean Ford introduced David Guerin, the new Director of Marketing and Public Relations. Dave spoke briefly, noting that he would be following up with conversations with each dean to discuss marketing efforts.

Mark Shoemaker, Computing Center, at Dr. Rea's invitation, presented an updated list regarding SPSS licensing information to the college and answer questions. Each dean was asked to review the quote and confirm with Mark the # of licenses needed.

Danny Schales, Computing Center, at Dr. Rea's invitation, presented information to the deans about revised Blackboard course setup procedures in light of the use of Blackboard as part of the University's Disaster Recovery Plan. Dr. Rea also presented a draft memo to "All Faculty" that would outline the required Blackboard training and utilization in all courses by Fall 2007. Input from the deans will be incorporated into the memo that will be distributed to faculty at the beginning of the academic year. The deans will have a college training schedule to distribute as well.

After additional discussion, the deans were asked to identify and provide names to Academic Affairs for (1) technology coordinator(s) for their college and (2) faculty who could conduct Blackboard training for other faculty 2006-2007.

Minutes of the Council of Academic Deans meeting of May 16 were approved with correction. (Dautat, Reagan)

Graduate Council Poll Votes of March 23, May 12 and June 27 were approved (Reagan, Napper).

Dean Reagan presented the request to offer ENTR 489A: Innovative Product Design –a one-hour class—for three consequent quarters this academic year. Approval granted (Dautat/Reagan)

The deans reviewed the proposed contract with Digital Measures and agreed to the contract at the prorated price of \$2,750 per college, excluding CAB who is already

under contract. The deans were asked to begin the process of collecting the data needed on the Digital Measures Survey form.

Dr. Rea informed the deans that Dan Erickson, Director of International Student Office, would be contacting them regarding establishing an inter-session international education travel program.

Dr. Rea asked that the deans provide names of faculty/staff to serve on a Summer School Committee to be appointed in September.

Meeting adjourned at 11:10 a.m.

**Minutes of the
Council of Academic Deans**

May 16, 2006

The Council of Academic Deans met at 10:00 a.m. in Wyly Tower 1647. Present: Rea, Dautz, Ford, Jacobs, Liberatos, McConathy, Napper, McConathy, and Reagan.

As a follow up to a presentation to the colleges from Digital Measures regarding software designed to compile and report data on faculty activities in the areas of teaching, research, and service, Dr. Elizabeth Wibker was at the meeting to address questions from the Deans. Dr. Wibker has been working with the company in customizing the software for the needs of the College of Administration and Business. It was decided that Margaret Alexander would contact the DM representative to request additional information.

Dr. Rea shared with the Deans that a recommendation to train faculty on Blackboard and require that faculty establish a Blackboard site for all classes each quarter was being proposed as part of the university's disaster recovery plan. The deans voted to support a requirement that all faculty (full-time and adjunct) be trained and then establish their courses with Blackboard sites (Dautz/Jacobs). In the event of a disaster, the Blackboard contact would provide an important communications link and a plan to provide students with the opportunity for continued enrollment and engagement. CITDL will coordinate the Blackboard training.

Minutes of the March 16 meeting of the Council of Academic Deans were approved (Dautz/Liberatos).

Instructional Policies Committee minutes of April and Poll Votes of May 8 and May 10 were approved (Reagan/Dautz).

Graduate Council minutes of April 19 were approved (Reagan/Dautz).

Dean Liberatos presented for consideration a request to offer ANS 589C: Experimental Design and Data Analysis in the Fall 2006 Quarter. This special topics course was approved (Liberatos/Jacobs).

Dean Jacobs presented a request to offer LBAR 589C: Blues at the Crossroads: Geographical Study of Blues Culture in the Louisiana and Mississippi Delta (cross-listed as EDCI 589C as well) in the summer. The course is grant supported. The request was approved (Dautz/Jacobs).

Dean Ford provided updated reports on dual enrollment and transfer students and transfer credits.

Meeting was adjourned at 11:50.

Council of Academic Deans' Minutes

March 16, 2006

The Council of Academic Deans met at 9:15 a.m. on March 16, 2006, in Wyly Tower 1647. Present: Rea, Dautat, Jacobs, Liberatos, McConathy, Napper, and Reagan.

Minutes of the Council of Academic Deans meeting of February 21, 2006 were approved (Liberatos/Reagan).

IPC Poll Votes of March 10, March 16, and March 17, 2006 were approved (Reagan/Jacobs).

Dean Dautat presented EDCI 594: Practical Applications for Aspiring Administrators. for consideration for the Spring Quarter (description attached). Course was approved (Dautat/Jacobs).

Margaret Alexander distributed information relative to the ULS's promotion of Extreme Spring Break – a student/faculty volunteer opportunity working with ULS system SGA officers and Habitat for Humanity to rebuild in Cameron Parish. Dates for Louisiana Tech participation is April 19 – 21, 2006.

President Reneau, Vice President Corre Stegall, and Susan Rasbury joined the meeting.

President Reneau discussed with the deans the current position of SACS relative to faculty credentialing (for example, no longer “mandating” a master’s degree and 18 hours in the discipline as the undergraduate teaching standard). He emphasized that Tech, and all SACS institutions, would determine the “standards” and the procedures for verification of academic qualifications of faculty.

President Reneau also discussed the Endowed Professorships and Chairs presenting a history and rationale of the university’s decision to honor salary commitments, with university sources, during years when the earnings were not sufficient through the University Foundation for salary support. He noted that a revised expenditure policy has been adopted by the Board of Regents which should provide for additional spendable income in the future.

Minutes
Council of Academic Deans
February 21, 2006

The Council of Academic Deans met at 9:30 a.m. on February 21, 2006 in Wyly Tower 1647. Present: Rea, Dauzat, Ford, Jacobs, Liberatos, McConathy, Ramachandran (for Napper), and Reagan.

The following actions were taken:

Approval of Council of Academic Deans' minutes of January 17 (McConathy/Jacobs)

Approval of Instructional Policies Committee minutes of February 14 and poll vote of February 16 (Reagan/Dauzat).

Approval of Graduate Council minutes of December 15 and February 15 (McConathy/Reagan). Dr. McConathy commented on the Graduate Council's plans to have theses and dissertations submitted in PDF during the review and approval process (approved copy in PDF and hard copy). She recognized COES for their work in developing a style guide for theses and dissertations.

Dr. Rea updated the Council on the following initiatives: dual enrollment; the International Education Committee's program – Shaping the 21st Century: Focus on India (March 13 – April 11); and BOR endowed professorship spending policy.

Meeting adjourned at 10:30 am.

Council of Academic Deans Minutes

January 17, 2006

The Council of Academic Deans met at 1:00 p.m. on Tuesday, January 17, 2006, in Wylie Tower 1647. Members present: Rea, Ford, Jacobs, Liberatos, Reagan, Young (for Dauzat).

Minutes of the CAD's meeting of December 15, 2005 were approved as distributed. (Liberatos/Jacobs).

Instructional Policies Committee Poll Vote of January 4, 2006 was approved ((Jacobs/Ford)

Bob Vento, University Registrar, presented the Academic Calendars AY 2006-2007 and AY 2007-2008 for consideration. Following his presentation and discussion, the Council accepted and recommended for adoption the calendars (Liberatos/Reagan).

*The Council reviewed the catalog statement regarding 300- and 400- level course numbers: "Undergraduate courses are numbered 100-through 499 with the 300- and 400-series usually reserved for Juniors and Seniors." After discussion it was decided that the following procedure statement should be added to the catalog: "The signature of the academic dean (of the subject area) or that college designee is required for a freshman or sophomore student to enroll in a 300- or 400- numbered course." (Jacobs/Liberatos).

Dean Liberatos presented two special topics courses for Council consideration and approval:

ANS 489C: Aquatic Biology

ANS 589C: Graduate Aquatic Biology

Dean Ford presented the summer offerings requested as part of the Summer Scholars/Summer Enrichment Program 2006. The deans agreed that these courses and schedule could be publicized to potential high school students.

Meeting adjourned at 2:00 p.m.

*This procedure statement was revised at a deans meeting of February 1, 2006, to read: **Effective with Spring Quarter 2006 registration, the written approval of the academic dean or designee of the college responsible for the course offering will be required for a student with less than 60 hours to enroll in a 400-level course.**