

**Council of Academic Deans
Poll Vote of December 16, 2008**

A poll vote (December 16, 2008) of Council members seeking approval of the following items was conducted.

1. Minutes of the CAD's meeting of October 21, 2008
2. Instructional Policies Committee minutes of November 11 and December 9, 2008
3. Graduate Council minutes of November 11
4. 8 Special topics courses from the College of Education

These items received unanimous approval by the members of the Council of Academic Deans.

Council of Academic Deans October 21, 2008

The Council of Academic Deans met at 9:30 a.m. on Tuesday, October 21, 2008, in Wylly Tower 1647 with the following members present: Rea, DiCarlo, Gullatt, Jacobs, Liberatos, Lumpkin, McConathy, and Napper.

1. Mr. Bob Vento, Registrar, was present to discuss the changes necessary to implement online grading.
 - a. On-line grading: March 1-5, 2009 will be the loading period for online grades; no grade sheets will be printed.
 - b. 9th Day and Final Rosters: 9th day rosters will continue to be printed but final class rosters will not. The Department Heads will be responsible for collecting and submitting 9th day rosters to the Registrar each quarter. Faculty should be reminded of the importance of identifying students who have not attended class on the 9th day rosters.
 - c. Grade Sheets: Department heads will be responsible for collating and turning in grade reports to the Registrar for the fall quarter. Effective Winter Quarter, grades will be submitted online.
 - d. Digital Measures: Dr. Liberatos asked if the new system would have the capability of uploading information/grades to Digital Measures for use in faculty evaluations, etc. Mr. Vento confirmed this capability.
2. The minutes of the Council of Academic Deans meeting of September 24, 2008, were reviewed and approved. (Jacobs/Lumpkin)
3. Dr. McConathy presented the Graduate Council minutes of September 18, 2008 and distributed a poll vote of October 14 recording final approval of University Policies, Procedures & Guidelines for Graduate Assistantships. The minutes and poll vote were approved as presented. (McConathy/DiCarlo)
4. Special Topics course Liberal Arts 389C/Engineering 389C: Cyberspace Studies (primarily for Honors students) was approved for the Winter Quarter 2009. (Jacobs/Napper)
5. Other Business
 - a. Enrollment/Graduation Goals: It was the consensus that it was very difficult to get a response from employers of Tech graduates.

- b. Academic Disaster Committee: Dr. Rea will contact the deans for names of persons to serve on this committee to walk through the Disaster Recovery Plan from an academic viewpoint.
- c. Endowed Professorship/Chairs: Current information lists were distributed to the deans.
- d. Dr. Rea noted that he was asking the Summer School Committee with Dr. Libby Wibker as chair to make recommendation regarding Summer 2009.
- e. Dr. Lumpkin encouraged everyone to attend the Disney Institute Leadership Program to be held in the Student Center at 9:00 a.m. on October 29, 2008.
- f. Dr. McConathy stated that the annual security briefing and Export Control meeting has been changed from 10:00 a.m. to 2:00 p.m. on October 29 in WT 1527. Attendees must be U.S. citizens.
- g. Dr. Jacobs reminded everyone that the Dennis Minor L*-ecture would be in Wylly Tower on October 28 at 9:00 a.m. with Dr. Ray Schroeder as the keynote speaker on Quality Online Active Learning: Making the Transition from Face 2 Face to Online Pedagogy.

The meeting was adjourned at 10:40 a.m.

Council of Academic Deans

September 24, 2008

The Council of Academic Deans met on September 24, 2008, at 9:30 in Wyly Tower 1647. Members present: Rea, Jenna Carpenter (for Napper), DiCarlo, Ford, Jacobs, Lawrence Leonard (for Gullatt), Liberatos, Lumpkin, and McConathy.

Council of Academic Deans' minutes of August 26 were approved (Jacobs/Lumpkin motion).

Instructional Policies Committee minutes of September 16 were approved (Jacobs/Lumpkin motion).

Dean Liberatos presented the request to offer ANS 489A/B: Linkages: People and the Land in Developing Latin American Countries (Tech Honduras) in the winter and spring quarters. These sections include course and culture instruction and then travel to Honduras to experience tropical ecosystems and sociopolitical conditions that coexist in developing nations. Request to offer was approved (Lumpkin/Jacobs motion).

After discussion of the distributed "McNeese Academic Affairs Disaster Preparedness, Response, and Recovery Plan", Dr. Rea noted that he would appoint a committee to work to adapt this plan to include our Blackboard plan and finalize a document for consideration by the Council.

Dr. Rea discussed the ULS performance goals that the university would be using to develop university goals and strategies for implementation. He asked, in particular, that the deans respond to Academic Affairs identifying the process(es) used to track employment and career development of college graduates, both undergraduate and graduate.

Meeting adjourned at 10:40 a.m.

Council of Academic Deans

August 26, 2008

The Council of Academic Deans met at 9:30 a.m. on August 26 in Wylly Tower 1647. All members were present.

The Council accepted that the poll vote items of July 11 were approved by Council vote at that time (Liberatos/McConathy).

Instructional Policies Committee actions (poll vote in favor of changes to the B.S. in General Studies) of August 18 were approved (Jacobs/Lumpkin).

The Council approved Graduate Council actions (poll votes of July 2, 8, 15, 28 and August 8) of August 18 (McConathy/Jacobs).

The Council next considered and approved special topics courses for fall 2008 as submitted by the College of Education and courses submitted for faculty and staff professional development offerings (McConathy/Ford).

The Council discussed Policy 2.302. The "revision" wording of the policy was approved (Liberatos/Jacobs). Dr. Rea will ask a task force to consider the questions related to revision and implementation of this policy and to make recommendations to the Council for changes and clarification.

Dr. Rea asked that the deans review the distributed "draft" Blackboard Disaster Plan and respond to him with questions and suggestions.

Dr. Rea reported that we will be discussing summer school 2009 plans in the near future to address declining summer school enrollments.

It was noted that all faculty and departments should be fully utilizing Digital Measures by the spring reporting and evaluation period.

Meeting adjourned at 11:00 a.m.

Council of Academic Deans

Poll Vote of July 11, 2008

The following items were approved by Poll Vote of July 11.

1. CAD's actions of April 25
2. Instructional Policies Committee minutes of May 13 and June 10
3. Graduate Council actions of March 7 poll vote , May 5 minutes, and May 14, 20, 28, and 20 and June 4, 16, and 24 poll votes

Actions of the Council of Academic Deans

April 16, 2008

The Council of Academic Deans' considered April agenda items by poll vote. The following items were approved by the Council:

1. CAD's March 19, 2008 actions
2. Instructional Policies Committee minutes/actions of April 9, 2008 (with Dean Liberatos voting NO In response to the increasing of degree requirements by adding course and credit hours)
3. Graduate Council actions of April 4, 2008

Council of Academic Deans

March 19, 2008

The Council of Academic Deans by favorable poll vote approved the following items for consideration on March 19, 2008:

1. Council of Academic Deans minutes of February 19, 2008
2. Instructional Policies Committee actions of March 7, 2008 (poll vote)
3. Graduate Council actions of March 12, 2008.

The next monthly meeting is scheduled for April 16.

Minutes of the Council of Academic Deans

February 19, 2008

The Council of Academic Deans met at 9:30 a.m. on Tuesday, February 19 in Wyly Tower 1527. Members present included: Rea, DiCarlo, Ford, Gullatt, Jacobs, Liberatos, Lumpkin, McConathy and Napper.

To begin the meeting, Dean Ford introduced Dave Guerin and Tom Soto who previewed for the Council the proposed new website design, including information regarding the research which led to the design and the importance of the features, such as the "text only" option for ADA compliance and hit tracking statistics. Council members discussed the webpage revisions that would be necessary and the resources, or lack of resources, that would be required to make these changes at the college and department levels. Mr. Guerin expressed appreciation for the members' input to the process. Dean Ford and Dr. Rea will consider the proposal and resources and report back to the Council.

Council approved CAD's minutes of January 28 (Liberatos/Jacobs motion).

Council approved Instructional Policies Committee minutes of February 12 (Jacobs/DiCarlo motion).

Council approved Graduate Council minutes of February 14 (McConathy/Jacobs motion).

Dean Jacobs presented a request to offer **Liberal Arts 394C: Gender and Society** as a special topics offering in the Spring 2008 quarter. The request was approved (Jacobs/Liberatos motion).

Dean Gullatt presented a request to offer **EDCI 489C: INTECH K-6 or 7-12, EDLE 594C: Practical Applications for Aspiring Administrators; and EDLE 594C: Using Community Connections to Improve School Performance** as special topics courses in the Spring 2008 quarter. These requests were approved (Lumpkin/Jacobs motion).

Meeting adjourned at 11:20 a.m.

Council of Academic Deans Minutes

January 15, 2008

The Council of Academic Deans met on Tuesday, January 15, 2008, at 9:30 a.m. in Wyly Tower 1647. Members present: Rea, DiCarlo, Ford, Gullatt, Jacobs, Liberatos, Lumkin , McConathy, and Napper.

Dr. Rea opened the meeting with a welcome to Mike DiCarlo, Dean of Library Services, and David Gullatt, Dean of the College of Education.

Dr. Rea then noted that he had asked Corre Stegall, Vice President for University Advancement, to come to the CAD's meeting. She provided copies of the revised Louisiana Tech University Foundation Manual of Policies and Procedures and reports on contributions, endowments, and administrative expenditures, highlighted sections of those, and answered questions from the group. The Council expressed appreciation to her for the provided information and for the support of the Foundation to their areas and to the University .

The next agenda item, approval of Academic Calendars 2008-2009, 2009-2010, was presented by Bob Vento, Registrar. After review and discussion, the Council approved the recommended calendars to Administrative and Planning Council for consideration.

The Council of Academic Deans' minutes of December 14 were approved on a Liberatos/McConathy motion.

The Graduate Council minutes of December 13 were approved on a McConathy/Liberatos motion. By approving these minutes, the Council also approved Graduate Council minutes of November 15 and poll votes of November 26 and November 27 and November 30. When the Council considered the December 17, 2007 Graduate Council Poll Vote, Dean Lumpkin stated that Item 1 the curriculum change for the MBA (General) had been removed and that the innovation concentration would be an add-on for students taking the required courses. Therefore, Graduate Council Poll Vote of December 17 was approved for Item 2 only on a McConathy/Lumpkin motion.

Meeting adjourned at 11:15 a.m.