

**Council of Academic Deans
Poll Vote of December 15, 2010**

The Council of Academic Deans voted by poll vote to approve the minutes of the December 14 meeting of the Instructional Policies Committee. These actions included revisions to a number of undergraduate curriculums in order to bring the total degree hour requirements to the 120-hour degree program length as stipulated by the Board of Regents. Summary of these revisions is attached to the IPC minutes.

The Psychology curriculum revision has been tabled until clarification is received regarding the large number of elective hours.

**Council of Academic Deans
December 13, 2010**

The Council of Academic Deans met at 3:00 p.m. on Monday, December 13 in Wyly Tower 1647.
Present: Rea, DiCarlo, Ford, Jacobs, L. Leonard (representing Gullatt), Liberatos, McConathy and Napper .

Council of Academic Deans minutes of November 12 were approved (Jacobs/Napper). Dr. Rea asked that any other changes in degree program hours be submitted to IPC for January action. He asked that all justifications for continuation of degrees in excess of the 120 directive be submitted as well.

Graduate Council minutes of November 10 were approved (McConathy/Jacobs).

Components and reporting requirements of the GRAD Act were discussed.

Meeting adjourned at 4:10 p.m.

**Council of Academic Deans
November 12, 2010**

The Council of Academic Deans met at 10:30 a.m. on November 12, 2010 in Wylly Tower 1647.
Members present: Ken Rea, Mike DiCarlo, Pamela Ford, David Gullatt, Ed Jacobs, James Liberatos, James Lumpkin, and Stan Napper.

Lisa Cole, Comptroller, and Melissa Hughes, Purchasing, discussed the revised purchasing card limits and purchasing rules with the deans. They agreed to provide a listing of credit card accounts by college to each dean to assist the deans in making the final decisions on requests to increase the card limits, in accordance with new state guidelines, as needed.

Minutes of the October 18 CAD's meeting were approved (Jacobs/Napper motion).

Minutes of the November 9 meeting of the Instructional Policies Committee were approved (Liberatos/DiCarlo motion).

Minutes of the Graduate Council meeting of October 20 were approved (Jacobs/Lumpkin motion).

Suggested changes to the Class Attendance Policy and University Official Excuse form were discussed. The Office of Academic Affairs will distribute a revised policy for approval. The Official Excuse form was accepted.

Dean Ford distributed a copy of the NASFAA summary of the Federal Misrepresentation Rule and suggested that the deans remind their faculty and review recruiting information to ensure departmental compliance.

Dr. Rea led discussions regarding faculty workload documentation and other matters.

Meeting adjourned at 12:00.

**Council of Academic Deans
October 18, 2010**

The Council of Academic Deans met at 10:00 a.m. on October 18, 2010, in Wyly Tower 1647. Members present: Ken Rea, Mike DiCarlo, Pamela Ford, David Gullatt, Ed Jacobs, James Liberatos, James Lumpkin, Terry McConathy, and B Ramachandran (for Napper).

Minutes of Instructional Policies Committee of September 14 and October 14 were approved (Liberatos/DiCarlo motion) with the exception of curriculum revisions submitted for GIS (Geography) and the Associate of General Studies degree. These requests were tabled and will be resubmitted at a later time.

Graduate Council minutes of September 22 were approved (Jacobs/Liberatos motion).

Dean Jacobs presented a request to offer Liberal Arts 289C: Sports Writing (Journalism) for the Winter Quarter. The request was approved (Jacobs/Liberatos motion)

The Council discussed the process for approval of University Excuses so that faculty would be notified prior to the student absence(s). The process used by Athletics seems to be working very well. Dr. Rea also discussed a July 2010 state law that a student should not be penalized for absences required by his religious beliefs. It was decided that we needed to revise our current class attendance policy to reflect this new law as well as university excuses. A draft revision will be prepared for discussion purposes.

Dr. Rea discussed the following with the Deans: the GRAD Act and the General Education requirements.

Meeting adjourned at 11:15 a.m.

**Council of Academic Deans
Poll Votes Approved**

**July 27, 2010
August 4, 2010
August 23, 2010
August 31, 2010**

**Council of Academic Deans
July 8, 2010**

The Council of Academic Deans met at 10:30 a.m. on July 8, 2010 in Wylly Tower 1647.

Minutes of the April 27 CAD's meeting were approved as distributed.

Dr. Rea asked for feedback concerning the University Senate request to modify the office hour policy from 10-hours per week to six or eight hours on campus with the agreement that faculty members be available through flexible and electronic communications. The deans responded that they did not see the 10 hours on campus to be unreasonable noting that faculty participation would be important in on campus meetings and other departmental and college needs. Dr. Rea and the deans will refer the request to the Organization of Department Heads and Associate Deans for a recommendation to the Council.

Dean Liberatos requested approval for ANS 189A and 194A – special topics in Woody Plant Identification. Courses were approved for fall quarter (Jacobs/Lumpkin motion).

Dean Gullatt requested approval for 7 special topics offerings from the College of Education to be offered in the Fall quarter. All Courses were approved (McConathy/Jacobs motion).

Dr. Rea distributed and discussed information relative to the GRAD Act. Discussion included several other items – low completer review, reduction of degree hours to 120, areas of excellence, ULS policy revision concerning program reduction and elimination.

Meeting adjourned at 11:50.

**Council of Academic Deans
April 27, 2010**

The Council of Academic Deans met at 1:30 on Tuesday, April 27, in Wylly Tower 1647. Members present: Rea, DiCarlo, Ford, Jacobs, Liberatos, Lumpkin, McConathy, and Napper.

Dr. Rea discussed several issues with the Council.

The Council approved the University Office Excuse form (attached) as developed and recommended by the University Senate. It was noted that Athletics has a current official absence process that works well with faculty and will continue to utilize that documentation instead of the new form.

Dr. Rea noted that the 120-hour undergraduate curriculum requirement has been mandated by the Board of Regents with revised degree plans to be in effect Summer/Fall 2011. Dr. Rea notified each dean to conduct a review of all college degree programs with a deadline of December 2010 for revisions to be presented to Instructional Policies Committee for approval/action and for inclusion in the next year's catalog.

Council members were provided information about the University's transition from Blackboard to Moodle as the electronic Learning Management System due to the budget situation. A memo announcing this change will be distributed to faculty. A BOR training series in May and June will be announced and available to all faculty. Dr. Rea directed that the deans identify at least one individual per department to become a "trainer" during this series and during the summer months. The goal is to be fully transitioned to Moodle by the beginning of the Winter Quarter.

Meeting adjourned at 2:30 p.m.

Council of Academic Deans' Minutes
March 16, 2010

The Council of Academic Deans met at 9:30 a.m. on Tuesday, March 16 in Wyly Tower 1647. All members were present except Dean Gullatt who was represented at the meeting by Dr. Don Schillinger.

Minutes of the February 9, 2010 CAD's meeting were approved (Jacobs/Lumpkin motion).

Instructional Policies Committee minutes of February 9 and poll vote of January 13 were approved (Liberatos/Ford motion).

Graduate Council minutes of February 10 and Poll Vote of March 9 were approved (McConathy/Libieratos motion). Dr. McConathy noted the approved editorial change regarding **Permanent Incomplete (PI grades)** for clarification. She also responded that no decision had been made about the electronic submission of theses and dissertations and that the Council was continuing to evaluate information.

Dr. Rea introduced Dave Guerin who discussed public relations strategies to assist the college and his office in providing timely news releases for distribution in various outlets. He provided the attached listing of topics discussed.

Bob Vento provided feedback to the Council regarding the change in the grade submission deadline for the Winter Quarter (from 3:30 pm to 12:00 noon). He had received input from individual faculty and administrators and from the President of the University Senate. University Senate representatives had also visited with Dr. Rea. After discussion, the Council approved the following motion (Ford/Liberatos): **That the Faculty BOSS grade loading deadline for degree candidate and non-degree candidate submissions be moved back to the 3:30 p.m. deadline with a preferred submission deadline of noon.** After spring quarter grade submissions, the Council will again review the process and timeliness of grade submissions.

Dr. Rea also called the Council's attention to the PERC recommendations regarding the reduction of degree completion hours to 120 per degree program and the review of withdrawal policies. We are awaiting specifics and a timeline from the ULS office. Dr. Rea noted that University Senate had asked for clarification of questions about University Excuses. He has asked the Senate to draft a form to be used in processing university excuses. This will be reviewed by the Council when received. Dr. Rea also noted that under the new Volunteer Policy when a department has an instructor of record for a class teaching on a volunteer (no compensation) basis the department will still need to process an appointment form and a faculty credential form for university records.

Dr. Jacobs reported on the increase of student interest in the online General Studies program and the need for identified class space for the online students. The deans agreed to "hold" needed class enrollments for online degree seeking students.

Meeting adjourned at 11:00 p.m.

**Council of Academic Deans
February 9, 2010**

The Council of Academic Deans met at 9:30 a.m. on Tuesday, February 9, 2010 in Wylly Tower 1647. All members were present except Dean Liberatos who was unable to attend.

Minutes of the December 16, 2009 meeting were approved (Jacobs/McConathy motion).

Bob Vento, Registrar, presented the 2010-2011 and 2011-2012 academic calendars for Council review and approval. The Council voted final approval of the 2010-2011 calendar and initial approval of the proposed 2011-2012 calendar (Ford/Jacobs motion).

Dr. McConathy presented the Rescission of Awarded Degrees Policy for approval. After discussion, the policy was approved (McConathy/Jacobs motion). Dr. Rea noted that he would submit the policy to the ULS office for review before forwarding to Dr. Reneau for consideration.

Dr. Gullatt presented a request from CIL to offer EDLE 589C: LSTS Program Module I: Turnaround Introduction. This course is the first of a series that will be taught to East Baton Rouge principals as part of a State Leadership Initiative (grant funded). Request to offer this course in the Spring Quarter was approved (Jacobs/Lumpkin motion).

The Council considered the Distance Learning Policy and Procedures as the next agenda item. Dr. McConathy noted that the policy was designed to meet SACS compliance. Dr. Rea noted that the compensation section included the per credit hour calculation for online courses taught as an overload. Dean Ford asked about including a student demonstration of basic level of computer/technical competency prior to enrolling in an online course. Dr. McConathy will check into including such a requirement in the information for student admission. Distance Learning Policy and Procedures were approved by CAD's (McConathy/DiCarlo motion).

Dr. Rea presented a revision to the Overload Policies to address online teaching compensation. The Council approved this change (McConathy/Lumpkin motion) to be forwarded to President Reneau for consideration.

The Council discussed other items including SmartClassroom usage, low completer programs, J-1 visa information and PERC recommendations.

Meeting adjourned at 11:00 a.m.