Council of Academic Deans
Meeting Thursday, October 9, 2013
WT 1647 at 9:00 am
MINUTES

Present: Vice President Terry McConathy (Chair), Dean Don Kaczvinsky, Dean James Lumpkin, Dean James Liberatos, Dean Laurie Leonard, Mr. Bob Vento, Interim Dean Sheryl Shoemaker, Interim Dean Hisham Hegab, Interim Dean Rita Franks, Dean Pamela Ford (ex-officio), Dr. Bill Campbell (for Dean James Liberatos)

1. Opening Remarks
   VP McConathy welcomed everyone to the CADs meeting.

2. Council of Academic Deans (CADs) Minutes, August 15, 2013 (attachment)
   The minutes of August 15, 2013, were approved unanimously on a Lumpkin/Kaczvinsky motion.

3. Instructional Policies Committee (IPC) Minutes, September 10, 2013 (attachment)
   The minutes of September 10, 2013, were approved unanimously on a Hegab/Lumpkin motion.

4. Instructional Policies Committee (IPC) Poll Votes, October 7, 2013 (attachment)
   The Poll Vote of October 7, 2013, was approved unanimously on a Kaczvinsky/Ford motion.

5. Graduate Council Minutes, September 25, 2013 (attachment)
   The minutes of September 25, 2013, were approved unanimously on a Lumpkin/Leonard motion.

6. Program Coding (Bob Vento) (attachment)
   - Deans, IPC, and Graduate Council – match published information to CRIN.
   - Check: Hours, CIP, Name, Degree, and Concentration vs. Major.
   - Load Concentrations during Advising.

7. Program Enrollment and Graduates (to be sent electronically)
   - 15,000 goal of Increased Enrollment for 2014-15.
   - This year's Enhanced Program Review looks at trends and low completers.
   - Develop action plans for Enrollment, Retention, and Returns.

8. Shreveport/Bossier Enrollment
   - Increase use of Compressed Video Equipment.

9. Summer Schedule
   - Challenge
     o Plans to increase summer enrollment are due November 1, 2013.
     o Proposed summer scholarships
       ▪ Survey Students: Interest, Courses (campus & online), and Cost.
   - Summer Scholars (Pamela Ford) (attachment)
     o Recruiting for summer programs.

10. Military Credits for Engineering Management Technology (Sheryl Shoemaker)
    - Information can be found in the Graduate Council Minutes (attached) pg.1-9.
    - Kaczvinsky/Hegab motion to recommend was unanimously approved.

11. Board of Regents Excess Demand Survey
    - Respond with a narrative that explains the bottlenecks which may delay a student's progression to earning a degree or credentials.
    - Responses due October 11, 2013.

12. ADA Mandatory Training (attachment)
    - 100% compliance required.

13. Student Technology Fee Board Proposals (attachment)
    - October 14, 2013 due date.
    - Deans correct Smart Classroom Report.

14. SACS Accreditation
    - Dean's Survey and QEP - identify major issues for Student Loans, outcomes, environment, and classrooms.

15. Updates
    - Establishing Promotion Path for Lecturers
        o Awaiting approval by the BoR.
    - Review of GER Requirements
        o Identify minimum number of GER requirements.
    - Limitation on Number of "W" Grades (attachment).
        o Presented the most recent revision.

16. Other Business
    - Vantage Health Plan Visionary Education Award (attachment)
        o The marketing arm of Athletics has presented an information packet for the nomination of faculty or educational administrator to be honored at an upcoming football game.
    - University Communication
        o All press releases and marketing must pass through Dave Guerin.
    - Other
        o Submissions for the Instructional Innovation Grant have been reviewed by the Committee and passed forward to Dr. Guice.

The meeting adjourned at 10:00 a.m.

Present: Vice President Terry McConathy (Chair), Dean Don Kaczvinsky, Dean James Lumpkin, Dean James Liberatos, Dean Laurie Leonard, Mr. Bob Vento, Interim Dean Sheryl Shoemaker, Interim Dean Hisham Hegab, Rita Franks, Joan Marie Edinger (for Pamela Ford – ex officio)
Guests: Linda Griffin, Tom Soto, Stacy Lolley, Monte Parker

1. Opening Remarks
    VP McConathy welcomed the academic deans, new members, and guests to the CADs meeting.

2. Minutes, May 16, 2013
    The minutes of May 16, 2013, were approved unanimously on a Liberatos/Lumpkin motion.

3. Department of Justice Decision regarding ADA Accessibility
    - Dr. Linda Griffin presented the DOJ Settlement, Exhibit I and training. Mandatory Training is required on an annual basis for all faculty and staff and all new hires must be trained within 90 days of start date.
    - Stacy Lolley discussed textbook/materials accessibility and LA Tech Policy and Procedure numbers 1433 and 2220.
    - Tom Soto discussed the Web Content Accessibility Guidelines 2.0 level AA, included in Exhibit I.
    - Dr. Liberatos advocated for faculty and staff training in defining accessibility, accommodating needs, and in webpage/electronic modes of delivery.
    - VP McConathy stated that CIT would be involved in providing training by the December 1, 2014 settlement imposed deadline for compliance.

4. Barksdale Update
    - Monte Parker did a Power Point presentation on the Barksdale Program and briefly discussed the requirements of the Barksdale / LA Tech MOU.
    - The Deans requested that Monte Parker provide a copy of the Military survey results to aid in determining the needs of the military students.

5. Recruitment and Retention
    - VP McConathy reminded the council of Dr. Guice's goal for student enrollment of 15,000 per year.
    - VP McConathy will provide the Deans with an Enrollment Excel file.

6. SACS Decennial Review
    - Dr. Shoemaker stated that she would be calling on the Deans, Department Heads, and Chairs to assist in gathering information for the Decennial Review.
    - VP McConathy reminded the Deans of the Institutional Effectiveness workshops and reviews. Dr. Basinger will help develop the Rubrics, and Dr. Hankins will help with the GER assessments (Fall & Spring).

7. Budget Process
    - VP McConathy introduced a new process using the Budget Excel spreadsheet. The Deans will prioritize faculty needs and appointment requests using the new format.

8. Program Review
    - VP McConathy introduced a new Program Review Template.

9. Other Business
    - Summer Programs Considerations
        o Increasing Summer offerings to meet student needs and increase enrollment.
        o Converting to a 12 month calendar.
    - Instructional Innovation Grant
        o Committee established August 2013.
        o $5,000.00 maximum award.
        o Spring Implementation.
    - COES Dean Search Committee
        o Search Committee established.

The meeting adjourned at 10:20 a.m.

Council of Academic Deans
Meeting Thursday, May 16, 2013
WT 1647 at 2:00 pm
MINUTES

Present: Vice President Terry McConathy (Chair), Dean Stan Napper, Dean Mike DiCarlo, Dean Pamela Ford, Dean Don Kaczvinsky, Dean Laurie Leonard, Dean James Liberatos, Dean James Lumpkin
Guests: Mr. Bob Vento, Dr. Sheryl Shoemaker, Dr. Hisham Hegab

1. Opening Remarks
    VP McConathy welcomed the academic deans and visitors to the CADs meeting with special recognition to Dr. Hegab , Interim Dean of COES and Dr. Shoemaker, Interim Dean of Graduate School. VP McConathy also acknowledged the promotion of Dr. Napper to Vice President of Research & Development and the retirement of Mike Dicarlo as Dean of Library Services.

2. Minutes, March 18, 2013
    The minutes of March 18, 2013, were approved unanimously on a Liberatos/Lumpkin motion.

3. Instructional Policies Committee (IPC) Poll Votes: April 16, May 6, and May 14, 2013
    The Poll Votes of April 16, May 6, and May 14, 2013, were approved unanimously on a Liberatos/Ford motion.

4. Graduate Council Poll Vote: April 16, 2013.
    The Poll Vote of April 16, 2013, was approved unanimously on a Ford/Napper motion.

5. Graduate Council Minutes, May 3, 2013
    The minutes of May 3, 2013, were approved unanimously on a Leonard/Napper motion.

6. Louisiana Tech University's Policy for awarding CLEP credit (Pamela Ford)
    •   Dean Ford presented the five College Deans with folders containing CLEP credit information.
    •   Dean Ford asked that the Deans review the criteria and recommend changes by August 1, 2013.
    •   Dean Ford suggested the Deans visit the College Board – CLEP website http://clep.collegeboard.org/.

7. Coding Distance Learning Courses (Bob Vento)
    •   Mr. Vento expressed several thoughts (definition, section, memo codes) regarding the logistics of coding distance learning courses.
    •   VP McConathy clarified the definitions of the three levels of Distance Learning Courses:
        o   100% - student never attends a class on campus or has a face-to-face meeting.
        o   50-99% of content is delivered online.
        o   <50% of content is delivered online.
    •   The memo codes proposed are DM1, DM2, or DM3. DM is an acronym for Delivery Mode. This code will be noted on CICS screen ZC 132.
    •   Deans will provide manual reporting of the distance learning delivery modes for Summer and Fall 2013. The Memo Code will be implemented on the Winter 2014 Schedule.
    •   Still to be determined - how to handle Off-site courses (Barksdale, Shreveport Center) and Extension courses. Careful consideration must be given to how coding for Distance learning will be affected by or will affect non-campus based courses.

8. CADs Roundtable:

   a. Establishing Promotion Path for Lecturers
      o Napper/Liberatos motion approved unanimously to develop a Career Path Concept for Promotion & Advancement Opportunities for Lecturers.
      o Topics for consideration were:
         ▪ The Lecturer path requires a Terminal Degree.
         ▪ A three tiered promotion path is proposed.
         ▪ Standard pay increase occurs at each level.
         ▪ Consider a new title to replace that of "Lecturer."

   b. Review of GER Requirements
      o VP McConathy will provide the Deans with a copy of the State-wide recommendations.
      o Each Dean was asked to complete a spreadsheet outlining the details of what they would like to do with the reduced 6 hours.
      o Mr. Vento suggested adding additional electives.
      o Mr. Vento suggested removing the requirement for sequential courses.
      o Reform the GER committee and discuss at the Summer CADs Roundtable meeting.

   c. Limitation on Number of "W" Grades
      o Mr. Vento reminded the council that un-enrollment is not an option.
      o Topics for further discussion were raised.
         ▪ Assign a specific number of "W" grades.
         ▪ Possibly asses a fee.
         ▪ Require 1st day/week class attendance.
         ▪ Exclude High School Dual Enrollment.
         ▪ Procedures to handle On-line courses due to high drop rate.

      o A committee was formed to discuss policy and scenarios.
         ▪ Dean Pamela Ford
         ▪ Mr. Bob Vento
         ▪ Dr. Stan Napper
         ▪ Dr. Don Kaczvinsky

9. Other Business:

   a. Update of Graduate School Admissions Process
      o Deans were asked to share this information with their faculty and staff.

   b. SACSCOC Accreditation Statement
      o Deans were provided a copy of the official revised statement.

   c. University Policy for Posting Grades
      o Deans were asked to adhere to and share Policy 2213 with their faculty and staff.

   d. Future Course Offerings Database
      o The council recommends that this tool be discontinued.
      o Dean Ford reminded everyone that Agile Grad will provide some features of the Future Course Offerings Database.

   e. Textbook Adoption Policies
      o VP McConathy asked that this discussion be tabled until the next CADs meeting.

f. Summer Enrollment
- VP McConathy asked the Deans to consider several items with regard to the next summer enrollment.
  - Increasing enrollment
  - Course selections
  - Responsiveness to student needs

*CADs Roundtable discussion will be scheduled Summer 2013:
- ❖ Textbook Adoption
- ❖ Distance Learning
- ❖ GER
- ❖ "W" grades
- ❖ Promotion Path for Lecturers
- ❖ Extra tuition for on-line courses

The meeting adjourned at 3:45 p.m.

Council of Academic Deans
Meeting Monday, March 18, 2013
WT 1647 at 10:00 am
MINUTES

Present: Vice President Terry McConathy (Chair), Dean Dean Stan Napper, Dean Mike DiCarlo, Dean Pamela Ford, Dean Don Kaczvinsky, Dr. Don Schillinger (for Dean Laurie Leonard), Dean James Liberatos, Dean James Lumpkin, Mr. Bob Vento

1. Opening Remarks
   VP McConathy welcomed the academic deans to the CADs meeting.

2. CADs Minutes, February 13, 2013
   The minutes of February 13, 2013, were approved unanimously on a Ford/Lumpkin motion.

3. IPC Minutes, February 19, 2013
   The minutes of February 19, 2013, were approved unanimously on a Liberatos/Dicarlo motion.

4. Graduate Council Minutes, February 20, 2013
   The minutes of February 20, 2013, were approved unanimously on a Lumpkin/Kaczvinsky motion.

5. NSSE Results: Dean Pamela Ford
   - Dean Ford Presented the NSSE results.
   - Handouts: NSSE Benchmark Report August 2012, National Survey of Student Engagement 2012, and National Survey of Student Engagement Executive Snapshot 2012
   - Dean Ford committed to send the electronic versions of the aforementioned reports and additional copies of each College's Major Field Report, the Benchmark Comparison Report, and Mean and Frequency Reports

6. Enhanced Program Review
   VP McConathy thanked the Deans for their participation in responding to the Enhanced Program Review and committed to send each of them the final response with footnotes.

The meeting adjourned at 10:40 a.m.

Council of Academic Deans
Meeting Wednesday, February 13, 2013
WT 1647 at 10:00 am
MINUTES

Present: Vice President Terry McConathy (Chair), Associate Dean Hisham Hegab (for Dean Stan Napper), Dean Mike DiCarlo,
             Dean Pamela Ford, Dean Don Kaczvinsky, Dean Laurie Leonard, Dean James Liberatos, Dean James Lumpkin, Bob Vento

1. Opening Remarks
    VP McConathy welcomed the academic deans to the CADs meeting.
    Dr. McConathy briefly mentioned the SACS Decennial Review for next Spring; call for volunteers to participate on the
    Quality Enhancement Plan (QEP) Steering Committee. To achieve broad based input, the QEP Steering Committee should
    be comprised of faculty, staff, and students. Sheryl Shoemaker is Chair of the Council for Institutional Effectiveness.
    Academic year 2012-13 will be the baseline year (beginning in March). Workshops for the website will be in the Spring.

2. CADs Minutes, November 27, 2012
    The minutes of November 27, 2012, were approved unanimously on a Liberatos/Dicarlo motion.

3. Poll Vote by CADs, February 4, 2013; February 7, 2013
    The Poll Votes of February 4, 2013 and February 7, 2013, were approved unanimously on a Ford/Lumpkin motion.

4. IPC Minutes, December 11, 2012
    The minutes of December 11, 2012, were approved unanimously on a Liberatos/Ford motion.

5. Graduate Council Minutes, January 23, 2013
    The minutes of January 23, 2013, were approved unanimously on a Leonard/Kaczvinsky motion.

6. Academic Calendar: Bob Vento
    *   2013-14 Academic Calendar was approved unanimously on a Liberatos/Kaczvinsky motion.
    *   2014-15 Academic Calendar was approved unanimously on a Leonard/Lumpkin motion.
    *   2015-16 Academic Calendar was approved unanimously on a Kaczvinsky/Ford motion.
    *   Note: Bob Vento mentioned that Spring Graduation will be at 10:00 a.m. on Saturday, May 18, 2013.

7. Spring 2013 Special Topics Course Request, College of Education
    Dean Leonard motioned for approval of the Special Topics Course EDUC 489C – Leverage Leadership; motion seconded by
    Dean Lumpkin. The motion was tabled for a poll vote. Poll vote was emailed February 16, 2013 and returned with approval
    on February 18, 2013.

8. GRAD Act:
    VP McConathy reminded the Deans about reporting requirements for the GRAD Act.   She gave them a copy of the GRAD
    Act Annual Report FY 2011-12 (Year 2), Attachment D - GRAD Act Template for Reporting Annual Benchmarks/6-Year
    Targets and the justifications for the selected targeted measures. Preparation for the annual report.

9. Enhanced Program Review (Previously "Low Completers"):
    VP McConathy gave the Deans a copy of Dr. Gary Reichard's email regarding the 2012-13 Enhanced Program Review (to be
    done annually), the attachment which identifies the four current Programs in review and a copy of the 2011-12 Cost
    Revenue by Department Template.

10. Enrollment and Retention:
    *   2017 Post Card writing initiative to encourage recruitment and retention of students.
    *   Cards can be acquired from Dave Guerin and student lists from Martha Stevens.
    *   Goal of each College to save at least 2 at risk students.

11. NSSE Results: Pamela Ford – Moved forward to next CADs meeting.
12. Summer Budget Priorities:
    *   VP McConathy to set appointments with each Dean for discussion.
    *   Each Dean was asked to provide a list of needs and anticipated loads.
    *   VP McConathy sent Deans Summer Salary Comparison 2011-12.

13. Office of Civil Rights Audit 2013 (OCR)
    - This audit was generated by receiving $8000 (Carl Perkins) for the HIM Associates Degree which no longer exists.
    - VP McConathy provided the Deans with a Compliance Check list.
    - The Deans were instructed to ensure the OCR language was present on web pages and documents where applicable.

14. Compensatory/Overload for Academic Appointments
    - Discussion regarding policies need to be amended in order to clarify conditions that would necessitate the use of overloads or compensatory time.

15. Annual Evaluations
    - Evaluations should be realistic, fair, and straight forward.
    - Discuss professional development and needs

16. Instructors on Nine-Month Appointments
    - There are no "continuing" appointments.
    - Appointments are either on a 9-month or 12-month basis.
    - Names of new 9-month employees will no longer appear in the budget

17. Information: TOEFL Score Implementation
    - Deans were provided a copy of the TOEFL Score Implementation Plan for Graduate Admissions – Doctor of Audiology and Masters in SLP.

18. Other Business

The meeting adjourned at 11:30 a.m.