



APRIL
2017
COUNCIL
OF
ACADEMIC
DEANS



LOUISIANA TECH UNIVERSITY

OFFICE OF VICE PRESIDENT
FOR ACADEMIC AFFAIRS

MEMORANDUM

TO: President Les Guice 
FROM: Terry M. McConathy 
Vice President of Academic Affairs
DATE: April 18, 2017
SUBJECT: Council of Academic Deans

The attached binder is from the IPC meeting on April 11, 2017. The Council of Academic Deans met on April 13, 2017. A Poll Vote was conducted after the meeting to approve the minutes from the CADs March 16, 2017 meeting. All are now being submitted for your consideration.

mol
1/25/2017

Council of Academic Deans

AGENDA

Thursday April 13, 2017

WT 1647

1. **Opening Remarks**
2. **Instructional Policies Committee (IPC)**
 - a. Minutes from April 11, 2017
3. **Graduate Council**
 - a. March-ANS-MS-NUDI Curriculum Change
 - b. Poll Vote March 20,2017
 - c. Poll Vote March 20,2017 Results
 - d. March 20-CADs REVISED Proposed Change Grad-Continuous-Enrollment Policy Statement Wording.
 - e. March-COB-Memo-MGMT310
4. **Council of Academic Deans**
 - a. Low Completers
 - b. Budget Priorities
 - Summer

Council of Academic Deans Committee

MINUTES

April 13, 2017

The Council of Academic Deans met on April 13, 2017 in Wyly Tower 1647. The following members were in attendance. Mr. Bob Vento, Dr. Hisham Hegab, Dr. Don Kaczvinsky, Dr. Sheryl Shoemaker, Dr. Gary Kennedy, Dr. Don Schillinger, Ms. Rita Franks.

- **Opening Remarks**
 - Dr. McConathy called the meeting to order and welcomed Council members.
- **Instructional Policies Committee**
 - a) Dr. Kaczvinsky gave a brief synopsis on the School of Communications IPC submissions for April. He explained how the Journalism courses would "Teach-Out" prior to unifying the COMM and JOUR curriculum changes and updates.
 - b) Minutes from April 11, 2017 were approved unanimously on a Schillinger/Vento motion and second.
- **Graduate Council**
 - a) March-ANS-MS-NUDI Curriculum Changes
 - b) Poll Vote March 20, 2017
 - c) Poll Vote March 20, 2017 Results
 - d) March 20-CADs Revised Proposed Change Grad-Continuous-Enrollment Policy Statement
 - e) March-COB-Memo-MGMT310

All submissions from Grad School were approved unanimously on a Schillinger/Hegab motion and second.
- **Council of Academic Deans**
 - a) Low Completers
 - Dr. McConathy reminder everyone about the document concerning Low Completers that was sent out. Dr. McConathy requested that everyone stay vigilant on completing the audit pertaining to their College.
 - Dr. McConathy stated that she would update all involved with any developments upon the conclusion of the BoS, BOR, and ULS meetings in the coming weeks.
 - b) Budget Priorities
 - Dr. McConathy reminded everyone that going forward, when submitting a Position Request Form for hiring, it must have an updated Budget Priority Worksheet with it. This is at the direct request from President Guice.
 - c) Summer Salaries
 - Dr. McConathy reported that Summer Salaries will moving steadily forward. Updates, and scheduled benchmarks will be communicated with the Deans as needed.
- **Discussion Items**
 - a) Mr. Bob Vento gave the committee an update on the number for Spring Graduation. To date we are sitting at 985 applicants. There are 850 seats available. Mr., Vento stated that he would be working with all involved in reference to any changes in numbers, seating, photography and general logistics.
 - b) Dr. McConathy stated that everyone would be contacted in the coming weeks and months as Louisiana Tech moves forward in the development and implementation in Shreveport/Bossier
 - c) Dr. McConathy also stated that the MOU with Barksdale still had some factors that were being evaluated and discussed. Upon finalization, all Deans will be notified. Plans are moving forward, but have not been made official as yet.

The Council of Academic Deans adjourned on a Kaczvinsky/Shoemaker motion and second.

Graduate
Council
March 2017

**PROPOSAL FOR CHANGE(S) TO CATALOG
LOUISIANA TECH UNIVERSITY**

Date of Proposal Preparation: February 3, 2017

COLLEGE: Applied and Natural Sciences

DEPT: School of Human Ecology

APPROVAL REQUIRED:

IPC ☐

Graduate Council ☒

Both ☐

Before continuing, please read instructions on reverse of this form.

EFFECTIVE DATE: Check appropriate quarter:

F ☐

W ☒

Sp ☐

Su ☐

AY 2017

Has this proposal been approved by the responsible College prior to submission to IPC and/or Graduate Council?.....

Yes ☒ No ☐

Will this proposal affect teacher certification?

Yes ☐ No ☒

If yes, proposal approved by Teacher Education Council: _____

Chair Signature

Date

If this is a course proposal, continue with Parts A & B.

For a curriculum change, go to Part C. Note:

Certain changes may be "editorial" and not need this form. Check with the IPC or Graduate Council Chair.

PART A: For change or drop, describe present course; for addition, provide new information. (Note: a replacement course number must be treated as a drop and add, <u>not</u> as a change.)		
1. Course descriptor, number, and title: _____		
2. Laboratory hours per week: _____ Lecture periods per week: _____ Hours of Credit: _____		
3. This course is designed for the following curricula (include number of majors in each): _____		
PART B: Possible effects of course addition or change:		
4. Has the effect on department been discussed? Yes <input type="radio"/> No <input type="radio"/>		
5. Will additional space, equipment, special library materials or any other major expense be involved? Yes <input type="radio"/> No <input type="radio"/>		
Note: If any part of "5" is yes, attach an explanation.		
6. If applicable, has this proposal been discussed with other departments who require the course in their curricula? Yes <input type="radio"/> No <input type="radio"/>		
COURSE ADDITION: YES <input type="checkbox"/>	COURSE CHANGE: YES <input type="checkbox"/>	COURSE DROP: YES <input type="checkbox"/>
1a. To what extent will this course duplicate material in other courses? Significant Duplication <input type="radio"/> No Duplication <input type="radio"/> (If significant, identify courses & explain.)	1. Current course listing on page _____ of the current Catalog. 2. <u>On a separate sheet, list present and proposed course descriptions using formal Catalog format in side-by-side columns.</u> 3. Reason for the change (use separate sheet if necessary):	Why is there no longer a need for this course?
1b. Has potential duplication been discussed with other unit heads? Yes <input type="radio"/> No <input type="radio"/>		
2. <u>On a separate sheet, give a formal Catalog statement and syllabus of the subject matter.</u>		
3. Proposed course number verified by Registrar: _____ Date: _____		
PART C: CURRICULUM, CONCENTRATION, OR MINOR ***Courses added from outside of Dept. have been coordinated & approved.		
Dept. Head _____ Date _____		
1. Name of curriculum, concentration, or minor: <u>MS. Nutrition and Dietetics</u>		
2. <u>Addition:</u> Prepare proposal in accordance with Board of Supervisors and attach to this form.		
3. <u>Change:</u> On a separate sheet, list in two columns labeled "Present" and "Proposed" the curriculum, concentration, or minor as presented in the Catalog and designate the courses to be removed from the curriculum, concentration, or minor and the courses to be added to the curriculum, concentration, or minor by boldface type. Show total hours required for the present and proposed curricula.		

Edith M. Jones
School/Department Head

Date 2-9-17

Chair of IPC

Date _____

Assoc. Dean of Undergrad. Studies (for IPC)

Chair of Graduate Council

Date _____

Janet A. Bepko
Assoc. Dean of Grad. Studies (for Grad. Council)

Date 2-23-17

Vice President for Academic Affairs

Date _____

James A. Kimbrell
Dean of the College

Date 3/1/2017

President

Date _____

Nutrition and Dietetics, MS

Present

Program of Study

The Master's degree in Nutrition and Dietetics includes a thesis option, which is 30 semester hours credit, and a non-thesis option, which is 39 hours. Students will complete a research project in both options. Although most of the required course work in the MS program in Nutrition and Dietetics is offered electronically, the program itself is not considered to be an on-line program. At a minimum, students will be required to be on campus to defend their research projects. Students who are enrolled concurrently in the master's program and the dietetic internship will also take some courses that are delivered in the traditional face-to-face format.

Required courses for the thesis option include: HEC 504- Methodology in Human Ecology Research; FNU 528 – Nutritional Management of Cardiovascular Disease; FNU 529 – Nutritional Management of Diabetes; and HIM 505- Advanced Statistical Methods; and HEC 551- Research and Thesis (students must enroll each quarter they are using University resources, although a maximum of 6 hours will apply to the degree): plus 12 hours of approved courses to be selected based on the student's areas of interest. Required courses in the non-thesis option include HEC 504, FNU 528, FNU 529, HIM 505, and HEC 506 – Special Problems in Human Ecology (non-thesis research), plus 24 additional hours to be selected in consultation with the graduate advisory committee. **Students in both options are required to complete a written comprehensive examination (HEC 585) and an oral exam and defense of the thesis/non-thesis research project.**

Proposed

Program of Study

The Master's degree in Nutrition and Dietetics includes a thesis option, which is 30 semester hours credit, and a non-thesis option, which is 39 hours. Students will complete a research project in both options. Although most of the required course work in the MS program in Nutrition and Dietetics is offered electronically, the program itself is not considered to be an on-line program. At a minimum, students will be required to be on campus to defend their research projects. Students who are enrolled concurrently in the master's program and the dietetic internship will also take some courses that are delivered in the traditional face-to-face format.

Required courses for the thesis option include: HEC 504- Methodology in Human Ecology Research; FNU 528 – Nutritional Management of Cardiovascular Disease; FNU 529 – Nutritional Management of Diabetes; and HIM 505- Advanced Statistical Methods; and HEC 551- Research and Thesis (students must enroll each quarter they are using University resources, although a maximum of 6 hours will apply to the degree): plus 12 hours of approved courses to be selected based on the student's areas of interest. Required courses in the non-thesis option include HEC 504, FNU 528, FNU 529, HIM 505, and HEC 506 – Special Problems in Human Ecology (non-thesis research), plus 24 additional hours to be selected in consultation with the graduate advisory committee. **Students in both options are required to complete an oral exam and defense of the thesis/non-thesis research project.**

Nutrition and Dietetics, MS

Present

Proposed

<p><u>Core Requirements</u></p> <p>HEC 504: Research Methodology 3</p> <p>HIM 505: Health Informatics Applied Stat 3</p> <p>FNU 528: Nutritional Mgmt CVD 3</p> <p>FNU 529: Nutritional Mgmt Diabetes 3</p> <p>HEC 585: Comprehensive Exam 0</p> <p><u>Research Project Requirement</u></p> <p>HEC 551: Research and Thesis 6</p> <p>OR</p> <p>HEC 506C: Special Problems in HEC 3</p> <p><u>Electives</u></p> <p><u>Thesis Option</u> – 12 hours, 6 of which must be FNU courses</p> <p><u>Non-thesis Option</u> – 24 hours, 15 of which must be FNU courses</p> <p><u>Total</u></p> <p>Thesis Option 30</p> <p>Non-thesis Option 39</p>	<p><u>Core Requirements</u></p> <p>HEC 504: Research Methodology 3</p> <p>HIM 505: Health Informatics Applied Stat 3</p> <p>FNU 528: Nutritional Mgmt CVD 3</p> <p>FNU 529: Nutritional Mgmt Diabetes 3</p> <p><u>Research Project Requirement</u></p> <p>HEC 551: Research and Thesis 6</p> <p>OR</p> <p>HEC 506C: Special Problems in HEC 3</p> <p><u>Electives</u></p> <p><u>Thesis Option</u> – 12 hours, 6 of which must be FNU courses</p> <p><u>Non-thesis Option</u> – 24 hours, 15 of which must be FNU courses</p> <p><u>Total</u></p> <p>Thesis Option 30</p> <p>Non-thesis Option 39</p>
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Policy in question:

Catalog -> The Graduate School -> Regulations for Enrollment, Registration, and Graduation -> Continuous Enrollment and Registration -> [first paragraph]

Existing Policy Statement (for reference)

Graduate students should remain continuously enrolled while pursuing their graduate program. If circumstances prevent continuous enrollment for one or more quarters (except Summer Quarter), graduate students must re-apply for admission upon their return. *Graduate students must remain continuously enrolled during the research/practicum phase of their program. Students requiring a faculty member's time and assistance, laboratory facilities, library services, etc., while engaged in research or practicum, or preparing for or taking examinations must register for a minimum of 3 hours of graduate credit in the subject associated with the required activity – research, practicum, or examinations.* Graduate students must comply with time limitations for completion of programs set by policy for the graduate program in which they are enrolled.

Proposed changes with track changed removed. REVISED 3/20/17

If circumstances prevent continuous enrollment for one or more quarters (except Summer Quarter), graduate students must apply for re-admission. Graduate students must remain continuously enrolled during the research/practicum phase of their program. Students requiring, at any point during the academic term in question, a faculty or staff member's time and assistance, laboratory facilities, library services, etc. while engaged in research or practicum must register for a minimum of 3 hours of graduate credit in the subject associated with the required activity, research or practicum. Students sitting for examinations only (i.e., not registered for coursework or research) must register in the appropriate examination course required by their academic program. Graduate students must comply with time limitations for completion of programs set by policy for the graduate program in which they are enrolled.



LOUISIANA TECH UNIVERSITY

COLLEGE OF BUSINESS
UNDERGRADUATE PROGRAMS

3/16/2017

To: Vice President Terry McConathy 

Through: Chris Martin, Dean, College of Business 

Through: Rob Blackstock, Asst. Dean of Undergraduate Programs, COB 

From: Tony Inman, Interim Head, Dept. of Management 

The Faculty of the Department of Management wishes to remove MGMT 310 as a prerequisite to MGMT 468 and MGMT 470

The Management Department has requested to drop MGMT 310 as a prerequisite for MGMT 468 and MGMT 470 for several reasons.

- First, changes to both classes have made them less necessary to have in order; that is, the material taught in MGMT 310 is now independent enough of 468 and 470 that taking 310 first isn't necessary to learn the higher level material.
- Second, due to a lack of class availability with a reduced faculty and an increased number of students, progress towards graduation was being hampered by requiring this prerequisite.
- Finally, many students will still take 310 before any 400-level classes, so if there is some benefit to having them in order, most students are still getting it.

Thank you for your attention.

NOTE: The Graduate Council meeting scheduled for Wednesday, March 22 ---is **CANCELLED**. Please submit revisions for pages 6-10 of Policy 2312 on google.docs.

POLL VOTE – MARCH 20, 2017

Attached are items for Graduate Council consideration. Please review and submit your Vote by **12:00 noon on Tuesday, March 21, 2017.**

1. College of ANS
 - a. MS-NUDI curriculum change
2. CADS did not approve the proposed changes to the *Continuous Enrollment* Policy-specifically reducing it to 1 credit hour. However, I would like to submit the attached revision to CADS for editing in the Catalog. The only change made was to change the 1 credit hour back to 3 credit hours. **Please vote to accept, reject, or table this item.**

Miki Lyons

From: Marilyn Robinso <mrobinso@latech.edu>
Sent: Monday, March 20, 2017 4:20 PM
To: Abigail DeSoto; Bill Campbell; Bob Vento, Jr.; Bruce Alford; Dawn Basinger; Doug Amyx; Janet Pope; Parker Monte; Pedro Derosa; Saul Zalesch; Sheryl Shoemaker; Steve Webre; Steven Toaddy; Sumeet Dua
Subject: RESULTS RE: POLL VOTE - 2017 Mar 20

POLL VOTE RESULTS – March 20, 2017

By majority vote, the following items were **approved** by the Graduate Council.

1. College of ANS
 - a. MS-NUDI curriculum change
2. CADS did not approve the proposed changes to the Continuous Enrollment Policy-specifically reducing it to 1 credit hour. However, I would like to submit the attached revision to CADS for editing in the Catalog. The only change made was to change the 1 credit hour back to 3 credit hours. Please vote to accept, reject, or table this item.

Regulations for Enrollment, Registration, and Graduation

Continuous Enrollment and Registration

If circumstances prevent continuous enrollment for one or more quarters (except Summer Quarter), graduate students must apply for re-admission. Graduate students must remain continuously enrolled during the research/practicum phase of their program. Students requiring, at any point during the academic term in question, a faculty or staff member's time and assistance, laboratory facilities, library services, etc. while engaged in research or practicum must register for a minimum of 3 hours of graduate credit in the subject associated with the required activity, research or practicum. Students sitting for examinations only (i.e., not registered for coursework or research) must register in the appropriate examination course required by their academic program. Graduate students must comply with time limitations for completion of programs set by policy for the graduate program in which they are enrolled.

Marilyn

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mrobinso@latech.edu

From: Marilyn Robinso [mailto:mrobinso@latech.edu]
Sent: Monday, March 20, 2017 9:02 AM

To: Abigail DeSoto <desoto@latech.edu>; Bill Campbell <campbell@latech.edu>; Bob Vento, Jr. <bvento@latech.edu>; Bruce Alford <balford@latech.edu>; Dawn Basinger <dbasing@latech.edu>; Doug Amyx <damyx@latech.edu>; Janet Pope <pope@latech.edu>; Marilyn Robinson <mrobinso@latech.edu>; Parker Monte <mrparker@latech.edu>; Pedro Derosa <pderosa@latech.edu>; Saul Zalesch <szalesch@latech.edu>; Sheryl Shoemaker <sshoemaker@latech.edu>; Steve Webre <swebre@latech.edu>; Steven Toaddy <toaddy@latech.edu>; Sumeet Dua <sdua@latech.edu>

Subject: POLL VOTE - 2017 Mar 20

Importance: High

Wednesday, March 22 --- **meeting CANCELLED.**

Please review the attached items for poll vote and submit your response by 12:00 noon on Tuesday, March 21st. Let me know if you have any questions.

Marilyn

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Miki Lyons

From: Miki Lyons <miki@latech.edu>
Sent: Thursday, April 13, 2017 11:29 AM
To: Christopher Lee Martin; Donald N. Schillinger; Donald P. Kaczvinsky; Gary Alan Kennedy; Hisham Hegab; Pamela Ford (pford@latech.edu); Rita Franks (rfranks@latech.edu); Robert D. Vento Jr.; sshoemaker@latech.edu; Terry McConathy (tmm@latech.edu)
Cc: Terry McConathy (tmm@latech.edu); 'miki@latech.edu'
Subject: Poll Vote-CADs minutes-March 15, 2017
Attachments: CADs-March-15-2017_Minutes.pdf
Importance: High

Good morning all-

Please vote in favor of, or against, the minutes from the March 15, 2017 CADs meeting by close of business today (4-13-17).

I will include these in the minutes of today's meeting as being Poll Voted.

Thank you.

Respectfully-

Miki O. Lyons
Administrative Assistant V
Academic Affairs
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APPROVED DISAPPROVED

Shoemaker
Kennedy
Vento
Martin
Kaczvinsky
Franks

Council of Academic Deans Committee

MINUTES

March 16, 2017

The Council of Academic Deans met on March 15, 2017 in Wyly Tower 1647. The following members were in attendance. Mr. Bob Vento, Dr. Ramu Ramachandran, Dr. Don Kaczvinsky, Dr. Julia Rutledge, Dr. Pamela Ford, Dr. Sheryl Shoemaker, Dr. Chris Martin, Dr. Gary Kennedy, Dr. Don Schillinger, Ms. Rita Franks.

- **Opening Remarks**

- Dr. McConathy called the meeting to order and welcomed Council members.

- **Council of Academic Deans**

- Dr. McConathy welcomed guest Dr. Julie Rutledge and turned the floor over to Dr. Rutledge to discuss University Senate points of interest.
- Dr. Rutledge provided a hand out that contained two items that the University Senate had initially taken to President Guice for APC.
- Dr. Guice requested that these points be brought before CADs.
- The first point dealt with Faculty Office Hours. The sub-committee within University Senate information suggested a change from 10 hours, to 1 or 2 office hours per course taught.
- The second point touched on eliminating either the requirement for early grading for graduating seniors or changing the graduation date to an appropriate amount of days after the last class day. This would assist in more time to review senior grades. Early Grading and Changing the Graduation Date.
- On a Kaczvinsky/Schillinger motion and second, the committee unanimously voted to review the first point dealing with office hours.
- It must be submitted in the traditional format to CADs before any further action is taken.
- On a Kaczvinsky/Schillinger motion and second, the committee voted unanimously to TABLE the second point dealing with Early Grading.
- It was felt after much discussion that the issues arising from this change would be far reaching in several areas. Not least of which is the Academic Calendar.
- A Kaczvinsky /Vento motion and second were made to have the Calendar released as well. The motion carried unanimously.
- Dr. McConathy asked if there were any questions.
- There being no more questions, Dr. McConathy thanked Dr. Rutledge for attending the meeting.
- Dr. Rutledge informed the committee that emails would be sent soon in reference to the nominations for the annual University Senate Awards.

- **Instructional Policies Committee**

- a) Minutes from February 14, 2017 were approved unanimously on a Vento/Martin motion and second.

- **Graduate Council**

- a) Review of agenda item #4 from February Minutes.
- b) Minutes from the February 15, 2017 meeting were approved unanimously, with the exception of item #4, on a Kaczvinsky/Schillinger motion and second.
- Dr. Shoemaker will revise the item excluded and resubmit to CADs at a later date.

- **Enrollment Management**

- a) Transfer Articulation Matrix. Dean Ford requested that any and all changes be sent to her by April 4, 2017.
- b) Dean Ford also handed out information from the LSMSA.

- **Council of Academic Deans**

- a) Poll Vote January 18, 2017 (ANS 289C)
- b) Poll Vote January 18, 2017 (ANS 289B)
- c) Poll Vote January 19, 2017 (ANS 489C and 589C)
- d) Poll Vote February 13, 2017 (February Minutes)

All Poll Votes and Minutes were unanimously approved on a Shoemaker/Kaczvinsky motion and second.

- **ULS & BOR Actions**

- a) ULS Board Action (forwarded on March 1, 2017)
- b) Doctoral Count (forwarded on March 2, 2017)

- **Discussion Items**

- a) Moodle Mobile and Syllabi.

- **Other Business**

- a) Dr. McConathy asked that each Dean be mindful of the CIP Code review that President Guice request. An email was sent to the CADs committee on March 15, 2017 requesting that the Deans respond to the request.
- b) A report for Summer Salaries was handed out to the deans of the five colleges. Any revisions must be turned in to the Academic Affairs Office by March 22 for reporting to the Board of Supervisors.
- c) Dr. McConathy stated that she would email the date for the Summer Enrollment over the last few years.
- d) Some discussion was had about the raising the percentage of summer pay.
- e) Also, there was some discussion to leave the Summer Salaries the way they stand.
- f) The Deans were reminded of the deadline for having their evaluations turned in to Academic Affairs by Friday March 17. Appointments for the yearly evaluations will be set starting next month.
- g) Dr. McConathy stated that request to be excused from Spring Commencement were starting to come in. Any and all that do not have the Dean's signature will be sent back directly to the Dean.

The Council of Academic Deans adjourned on a Schillinger/Martin motion and second.