

Council of Academic Deans
Meeting Tuesday, November 27, 2012
WT 1647 at 10:00 am
MINUTES

Present: Vice President Terry McConathy (Chair), Associate Dean Jenna Carpenter (for Dean Stan Napper), Dean Mike DiCarlo, Dean Pamela Ford, Dean Don Kaczvinsky, Interim Dean Laurie Leonard, Dean James Liberatos, Dean James Lumpkin

1. Opening Remarks
VP McConathy welcomed the academic deans to the CADs meeting.
Dr. Liberatos addressed the Deans regarding the importance of encouraging attendance at the Presidential candidates' meetings.
2. CADs Minutes, October 16, 2012
The minutes of October 16, 2012, were approved unanimously on a Liberatos/Carpenter motion.
3. Poll Vote by CADs, November 20, 2012
The Poll Vote of November 20, 2012, was approved unanimously on a Ford/Lumpkin motion.
4. IPC Minutes, November 13, 2012
The minutes of November 13, 2012, were approved unanimously on a Liberatos/Lumpkin motion. The Council discussed implications of the federal Gainful Employment requirements as they related to graduate and post-baccalaureate certificates.
5. Graduate Council Minutes, October 17, 2012
The minutes of October 17, 2012, were approved unanimously on a Liberatos/Kaczvinsky motion.
6. Graduate Council Minutes, November 7, 2012
The minutes of November 7, 2012, were approved unanimously on a Leonard/Carpenter motion.
7. University Policies, Procedures & Guidelines for Graduate Assistantships
Items #2 and #5 were discussed by the Council. The Council asked that "Part-time" be defined as "the number of hours worked" to avoid confusion with the number of hours enrolled; also, include a statement that the GA pay rate must be at least minimum wage.
8. Items from October Agenda
 - a. Special Topics Course definition and procedures – The Council's general consensus, after discussion, was to evaluate course types and rename appropriate courses as "experimental" courses. Dr. McConathy committed to proceed with the project and return to the Council for approval.
 - b. International Education Requirements – Not a GER requirement. Dr. McConathy will re-establish the International Study Committee to review IERs and explore opportunities for collaboration among programs for study abroad programs.
 - c. General Education Requirements – The Deans were asked to review the program lists (originally produced in 2010) and revise the classification of courses as appropriate into the categories listed on the spreadsheet.
 - d. Policy on Classroom Behavior – No action taken; tabled for future meeting.
 - e. ADA Policies – Dr. McConathy re-emphasized the University's obligation to direct every student who requests accommodations for disability to the Office of Disability Services immediately, with the goal of the ODS responding within three days of the student's request. Additionally, the

Deans will advise their faculty that all software/systems/web pages are accessible. Faculty are encouraged to consult with Stacy Lolley in the ODS prior to adopting materials to ensure that all students have a comparable academic experience.

9. Degree Auditing Procedures – Dr. McConathy asked the Deans to provide their College Degree Audit Procedures for the final quarter prior to graduation by the next CADs meeting in January.
10. Other Business – Dean Ford distributed BA Organizational Leadership post cards and a copy of a Powerpoint presentation explaining the program.

The meeting adjourned at 11:12 a.m.

Council of Academic Deans
Meeting Tuesday, October 16, 2012
WT 1647 at 10:00 am
MINUTES

Present: Vice President Terry McConathy (Chair), Dean James Lumpkin, Dean Mike DiCarlo, Dean Pamela Ford, Dean Don Kaczvinsky, Interim Dean Laurie Leonard, Associate Dean Jenna Carpenter (for Dean Stan Napper), Dean James Liberatos

11. Opening Remarks

VP McConathy welcomed the academic deans to the CADs meeting.

12. CADs Minutes, September 18, 2012

The minutes of September 18, 2012, were approved unanimously on a Liberatos/DiCarlo motion.

13. Graduate Council Minutes, September 19, 2012

The minutes of September 19, 2012, were approved unanimously on a Leonard/DiCarlo motion.

14. Items from September Agenda

- a. Special Topics Course definition and procedures
 - i. At the Council's request, VP McConathy will research the definition of Special Topics Courses, Experimental Courses, Special Problems, Current Topics, Contemporary Topics and Professional Development in addition to the submission procedures and deadlines.
- b. International Education Requirements – Moved forward to next CADs meeting
- c. General Education Requirements – Moved forward to next CADs meeting
- d. Policy on Classroom Behavior – Moved forward to next CADS meeting
- e. ADA Policies – Moved forward to next CADS meeting

15. Winter 2013 Special Topics Courses Request, College of Education

Interim Dean Leonard presented the following special topics courses which were approved unanimously on a Leonard/Liberatos motion.

EDUC 489C (G): An Introduction to Blindness

16. Other Business

- a. IPC (Instructional Policies Committee) Poll Vote, October 9, 2012

The Poll Vote of October 9, 2012, was approved unanimously on a Lumpkin/Kaczvinsky motion.

The meeting adjourned at 11:00 pm.

Council of Academic Deans
Meeting Tuesday, September 18, 2012
WT 1647 at 10:00 am
MINUTES

Present: Vice President Terry McConathy (Chair), Associate Dean Tim Bisping (for Dean James Lumpkin), Dean Mike DiCarlo, Dean Pamela Ford, Dean Don Kaczvinsky, Interim Dean Laurie Leonard, Dean James Liberatos, Dean Stan Napper. Guest: Vice President Corre Stegall.

17. Opening Remarks

VP McConathy welcomed the academic deans to the first CADs meeting for AY 2012-2013.

18. CADs Minutes, April 25, 2012

The minutes of April 25, 2012, were approved unanimously on a Liberatos/Kaczvinsky motion.

19. IPC (Instructional Policies Committee) Minutes, September 11, 2012

The minutes of September 11, 2012, were approved unanimously on a Liberatos/DiCarlo motion.

11. Recruitment and Retention (order of agenda altered)

Dean Ford presented materials concerning the GRAD Act Tracked Measures by Objective. Tech is being asked to move GRAD Act items from "tracked" to "targeted" status. That is, we will set performance goals for those items and will be held accountable for the outcomes. Dean Ford recommends that we consider targeting 3rd to 4th year retention, calculated after removing students who graduate prior to the start of year 4, rather than targeting passage rates on licensure/certification exams, active associate degree programs, or remedial enrollment.

20. University Foundation Update – VP Corre Stegall

VP Stegall reviewed the role of the University Foundation relating to management of fundraising accounts, compliance, Foundation scholarships, endowments, and gifts. She emphasized the importance of coordination with College development officers and activities. VP Stegall presented her vision to establish the Benefactors Dinner as a gala event.

21. Fall 2012 Special Topics Courses Request, College of Education

Interim Dean Leonard presented the following special topics courses which were approved unanimously on a Kaczvinsky/Napper motion.

COUN 517 Counseling of Children and Adolescents

EDUC 589C Counselor Supervision

EDUC 589C Males in Domestic Violence: Research, Treatment, and Prevention.

At the Council's request, VP McConathy will research the definition of "Special Topics Courses" and the submission procedures and deadlines.

22. Faculty Workload Policies

VP McConathy requested that the Deans provide their College Workload Policies to Academic Affairs by September 28, 2012.

23. International Education GE Requirements (IER)

Computer/Informational Literacy GE Requirements

After a brief discussion, the Council requested that VP McConathy research the definition of IER, reconvene the IER Committee, and provide the Deans with a current course matrix of GERs.

24. Student Technology Fee Board Proposals

The Deans were provided with the following deadlines (ref: Handout)

October 1, 2012: Proposals for Smart Classrooms due to Academic Affairs

October 15, 2012: All proposals due to Susan Rasbury.

25. SACSCOC Requirements

a. Complaint Logs

Federal Regulations require that an institution keep a Student Complaint Log. VP McConathy will send a memo to the Deans to delineate the specific requirements..

b. Program-Level Student Learning Outcomes

VP McConathy outlined the deadlines for AY 2012-13 for preparation, review, and submission of Institutional Effectiveness reports for all academic programs, including BoR approved certificates. The IE cycle must be completed in the academic units by March 1, 2013. Student Learning Outcomes are due to Academic Affairs immediately. The newly constituted University Council for Institutional Effectiveness, chaired by Dr. Sheryl Shoemaker, will assist the Deans in this important process. One-on-one and group workshops will be provided as needed by VP McConathy, Dr. Shoemaker, and Arpan Gurjar (webmaster for the IE website).

26. Policy on Classroom Behavior – Update

The Council discussed the logistics of using ebooks in the classroom. Further discussion will continue at a later date once Dr. McConathy has had an opportunity to discuss Classroom Behavior Policies with regards to electronic devices with Dr. Reichard (Interim Provost and Vice President for Academic and Student Affairs, ULS).

13. Other Business

a. Reminders

i. Fee Waiver Policy

ii. Act 380 and Act 614 – Mandatory Reporters of Child Abuse

VP McConathy will research policies with regard to minors on campus.

iii. University Policy 1433 – Americans with Disabilities Policy

VP McConathy will research policy positions relating to classes that involve potentially dangerous activities (e.g., labs) and to Study Abroad experiences.

The meeting adjourned at 12:00 pm.

Council of Academic Deans

April 25, 2012

The Council of Academic Deans met on Wednesday, April 25 at 10:00 in Wyly Tower 1647. Those present included: DiCarlo, Ford, Kaczvinsky, Liberatos, Lumpkin, McConathy and Napper.

CAD's minutes of March 20 were approved (DiCarlo, Lumpkin motion).

Instructional Policies Committee poll vote of April 17 were approved (Lumpkin, Kaczvinsky motion).

Graduate Council minutes of March 22 and April 19 were approved (McConathy, Liberatos motion).

Dean Ford discussed the proposed admission criteria changes regarding eligibility of students who have placed in remedial courses. If adopted, additional students will be admissible to Tier 2 schools under those revisions.

Dr. McConathy noted that she would be providing additional information and a template to the deans concerning a recent SACS item (a federal requirement that SACS is also monitoring) that institutions maintain a log of written complaints against the institution. The institution log will be made available for review by the SACS visiting committee during accreditation visits.

Meeting adjourned at 10:40 a.m.

Council of Academic Deans' Minutes
March 20, 2012

The Council of Academic Deans met at 1:15 on March 20, 2012, in Wylly Tower 1647. Present were: Rea, J. Carpenter (for Napper), DiCarlo, Ford, Kaczvinsky, L. Leonard (for Gullatt), Liberatos, Lumpkin, and McConathy.

Council of Academic Deans' minutes of February 7, 2012 were approved (Liberatos/DiCarlo motion).

Instructional Policies Committee minutes of February 14, 2012 and March 13, 2012 and poll vote of February 16 were approved (Liberatos/Lumpkin motion).

Graduate Council minutes of February 15 were approved (McConathy/Liberatos motion).

Dean Liberatos presented the distributed Policy on Classroom Behavior as developed by an ad hoc committee appointed by Dr. Rea. After studying policies at other universities and with feedback (from Tech faculty, the University Senate, administrators and students), the Committee recommends the developed Policy on Classroom Behavior (attached). Motion to adopt as University policy was approved unanimously (McConathy/ DiCarlo motion).

The policy will be published and distributed in the University Policies and Procedures online manual and in the Louisiana Tech Student Handbook. The revised policy will be referenced in University Seminar classes and in college and departmental faculty meetings. The committee members were Dean James Liberatos, Chair; Dr. David Szymanski, University Senate; Dickie Crawford, Student Affairs; Larry Jarrell, COB faculty; Dr. Sheryl Shoemaker, Department Head of Speech; Clint Carlisle, SGA President; and Dr. Bill Deese, COES faculty.

Dr. Leonard presented requests for Spring Special Topics Classes from Education. These were approved (Liberatos/McConathy motion).

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| EDUC 489C | A Framework for Understanding Poverty |
| EDUC 489C | Understanding Common Core State Standards |
| EDUC 489C | Whatever It Takes |
| EDUC 494C | Improving School Performance with ACT's College/Career Readiness System |

Dr. Rea noted that the University has been using Moodle as the classroom management system for over a year. He asked Dean Liberatos to chair a group to review Moodle issues and recommend actions that need to be taken to continue to improve Moodle capabilities and efficient usage.

Dr. Rea distributed the schedule for 2012 "Shaping the 21st Century" activities for the Spring Quarter, focusing on East Asia. He commended Bill Willoughby for his efforts in leading in the scheduling of the speakers and events and noted the expertise of the faculty presenters who are coming to campus.

Meeting adjourned at 2:00 p.m.

Council of Academic Deans
February 7, 2012

The Council of Academic Deans met at 10:00 p.m. on February 7, 2012, in Wylly Tower 1647. Present: Rea, J. Carpenter (for Napper), DiCarlo, Ford, Kaczvinsky, L. Leonard (for Gullatt), Liberatos, Lumpkin, and McConathy.

Dean Liberatos shared information with the Council regarding the ULS Academic Summit scheduled for April at McNeese State University. The two day event includes student oral and poster presentations for undergraduate research projects, presentation of student art, and service learning poster presentations by faculty/students. Deadlines for submission are noted on the ULS website. Dr. Rea asked that the deans make their students and faculty aware of these opportunities and encourage their participation.

Minutes of the January 17 CAD's meeting were approved (Liberatos/DiCarlo motion).

Bob Vento, Registrar, presented and discussed proposed academic calendars. After presentation and discussion, the following actions were taken:

Motion (Liberatos/Ford) to implement the presented 2012-2013 calendar as final was approved.

Motion (Lumpkin/Kaczvinsky) to accept the proposed 2013-14 calendar with a recommendation to the President that March 3 (Monday of Mardi Gras) be declared a university closed day was approved.

Motion (Kaczvinsky/Ford) to accept the first draft of the 2014-2015 calendar was approved.

Meeting adjourned at 11:00 a.m.

Council of Academic Deans Minutes
January 17, 2012

The Council of Academic Deans met at 2:00 pm on Tuesday, January 17, in Wyly Tower 1647 with all members present.

CAD's minutes of December 13 were approved (McConathy/DiCarlo motion).

Instructional Policies Committee minutes of December 13 were approved (DiCarlo/Liberatos motion).

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

The Council approved two special topics classes requested by the College of Education –

EDUC 489CG Failure is NOT an Option

EDUC 494CG Using NEO2 in the Classroom

Dean Liberatos reported on the progress and plans of the Classroom Management Policy Committee and asked for input from the deans.

Dr. Rea noted that Academic Affairs would be distributing summer school salary allocations this month. The salary plan will be the same amount as summer 2011.

Dr. Rea discussed the University Teaching Fellows program which will be announced for the Spring Quarter this year.

Meeting adjourned at 3:00 p.m.