

**Council of Academic Deans
Meeting Friday, Nov 12, 2014
WT 1647 at 9:00 am
Minutes**

Present: Vice President Terry McConathy (Chair), Dean Don Kaczvinsky, Interim Dean Tim Bisping, Dean James Liberatos, Interim Dean Don Schillinger, Dean Hisham Hegab, Dean Sheryl Shoemaker, Interim Dean Rita Franks, Mr. Bob Vento, Dean Pamela Ford (ex-officio)

Guests: Dr. Stan Napper, Dr. Jim King, Dr. JoAnn Dauzat, Corre Stegall, Dr. Galen Turner

1. Opening Remarks
 - VP McConathy welcomed Deans and guests.
2. Fundraising Update – Corre Stegall
 - Capital Campaign
 - Major Gifts Program
 - List of “Transformational” items
3. General Education Committee of the Statewide Articulation and Transfer Council Update – Dr. Galen Turner
 - Transfer Template Attachments
 - Identify 60 hours that will fit into the BPC programs
 - Defacto application to LA Tech – receive benefits of LA Tech
4. QEP Update – VP Jim King and Dr. JoAnn Dauzat
 - Request for Deans to share information and dispel myths and concerns
 - Power Point (attached)
5. Update on Research & Development—VP Stan Napper
 - Autism and Behavioral Disorders (Rich Mancil)
 - Health outcomes for children
 - Research Council
 - Research methods discussion with colleges
 - AF Global Strike
 - Relationships
 - History of Nuclear deterrents and future
6. General Education Requirements – Mr. Bob Vento
 - GER Committee Chair – Jeff Hankins
 - Proposal Memo (attached)
 - Motion to move proposal forward to GER Committee, IPC, and CADs.
 - Approved unanimously on a Kaczvinsky/Shoemaker motion
7. Summer Scholars Classes – Dean Pamela Ford
 - Request for Deans to provide plans early and without change once published
 - Summer Scholars/Summer Enrichment List (attached)
8. Minutes of Council of Academic Deans, September 19, 2014 (attached)
 - The minutes of September 19, 2014, were approved unanimously on a Liberatos/Schillinger motion.

9. Poll Votes (completed) of Council of Academic Deans (attached)
 - All of the following Poll Votes were approved unanimously on a Liberatos/Shoemaker motion.
 - a. September 22, 2014: College of Education
 - b. October 16, 2014: College of Applied and Natural Sciences
 - c. November 4, 2014: College of Applied and Natural Sciences
 - d. November 10, 2014: College of Education

10. Minutes of Graduate Council
 - Tabled items to be sent out for Poll Vote at a later date.
 - a. September 24, 2014 – Approved unanimously on a Liberatos/Kaczvinsky motion.
 - b. October 22, 2014 – Approved unanimously on a Liberatos/Kaczvinsky motion.

11. Poll Votes (completed) of Instructional Policies Committee
 - a. October 31, 2014 – Approved unanimously on a Hegab/Vento motion.
 - b. November 10, 2014 – Approved unanimously on a Kaczvinsky/Hegab motion.

12. Summer Initiatives
 - Dr. Liberatos (ANS) shared his Summer Plan with the other Deans (attached)
 - Identify high demand courses
 - Help students achieve graduation
 - Initiative to make LA Tech a true four quarter institution
 - Make use of TOPS and merit based scholarships for summer aid

13. Other Business
 - Memo to CADs requesting approval for Winter 14-15 EDUC 489C Teach Like a Pirate
 - Approved unanimously on a Shoemaker/Vento motion.
 - Dr. Shoemaker requests that Deans check with faculty for non-accredited program review
 - Mr. Bob Vento discusses Undergraduate Appeals Procedure (for Status) (attached)
 - Issue of backdated drops
 - Issue of resignation or backdated resignation
 - VP McConathy thanked Dr. Liberatos for his years of service and wished him well in his retirement.
 - VP McConathy announced Dr. Bill Campbell as Interim Dean of the College of Applied and Natural Sciences.

The meeting adjourned at 11:30 am.

**Council of Academic Deans
Meeting Friday, Sept 19, 2014
WT 1647 at 10:00 am
Minutes**

Present: Vice President Terry McConathy (Chair), Dean Don Kaczvinsky, Dr. Marcia Dickerson (for Interim Dean Tim Bisping), Dean James Liberatos, Interim Dean Don Schillinger, Dean Hisham Hegab, Dean Sheryl Shoemaker, Interim Dean Rita Franks, Mr. Bob Vento, Dean Pamela Ford (ex-officio)
Guests: President Les Guice, Dr. Stan Napper, Dr. Jim King

1. Opening Remarks
 - VP McConathy welcomed Deans and guests.
 - Dr. Guice expressed gratitude for everyone's efforts in increased enrollment and briefly discussed budget issues.
2. Minutes of Council of Academic Deans, May 15, 2014 (attachment)
 - The minutes of February 20, 2014, were approved unanimously on a Liberatos/Shoemaker motion.
3. Poll Votes of Council of Academic Deans (attachments)
 - All of the following Poll Votes were approved unanimously on a Hegab/Shoemaker motion.
 - a. June 24, 2014: College of Education
 - b. July 14, 2014: College of Liberal Arts
 - c. July 17, 2014: College of Education
 - d. July 31, 2014: College of Education
 - e. August 21, 2014: College of Education
 - f. September 11, 2014: College of Education
 - g. September 12, 2014: College of Education.
4. Minutes of Instructional Policies Committee, September 9, 2014
 - The minutes of May 13, 2014, were approved unanimously on a Liberatos/Shoemaker motion.
5. Update on Research & Development, CSC Project—Vice President Stan Napper
 - Discussed desire to be included in Research Faculty searches
 - Provided an update on Research and Development
 - Emphasized CSC collaboration and cooperation across disciplines
 - Expressed a preference for Sponsored Research Proposals to be routed electronically.
6. Update on Recruitment & Retention—Vice President Jim King
 - Discussed recruitment across Louisiana, Texas, and Arkansas
 - Discussed LA Tech virtual tour
 - Hosting a Brainstorming session – Oct. 3, 2014
 - Invited and encouraged faculty participation
 - Invited faculty participation during Orientation for the Wednesday night parent dinners and downtown activities.
7. Progress Report on QEP—V ice President Jim King and Vice President McConathy
 - Report attached

8. Update on SACSCOC Decennial Reaffirmation; Institutional Effectiveness Cycle 2014-2015. Dean Sheryl Shoemaker
 - Memo attached
9. General Education Requirements—Vice President McConathy
 - General Education Requirements will be reviewed during AY 2014-15. Detailed information will be forwarded to the Deans.
10. Academic Program Review—Dean Sheryl Shoemaker and Vice President McConathy
 - Request for Dean and College review
 - of Substantive Change Policy
 - of Policy and Procedure #2224
 - May 01, 2015 due date
11. Summer Initiative
 - Dr. Liberatos (ANS) will share his Summer Plan with the other Deans
 - Prepare and implement plans for Summer 2015
12. Other Business
 - Discuss and respond to VP McConathy
 - University Excuses – Student email
 - Website for Search Committees
 - ACL (Library) Review Meeting

The meeting adjourned at 11:45 am.

Council of Academic Deans
Meeting Thursday, May 15, 2014
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, Dean Hisham Hegab, Interim Dean Sheryl Shoemaker, Interim Dean Rita Franks, Mr. Bob Vento, Dean Pamela Ford (ex-officio)

Guests: President Les Guice, Dr. Stan Napper, Dr. Jim King, Corre Stegall, Dr. Joan Dauzat, Dr. Tim Bisping,

1. Opening Remarks
 - VP McConathy welcomed Deans and guests.
 - VP McConathy bid farewell and expressed gratitude to Dean Lumpkin (departs May 30th), Dean Leonard (retiring Aug.), Dean Liberatos (retiring Dec.).
 - Congratulations to the new Dean of COES, Dr. Hisham Hegab.
 - Congratulations to newly appointed Interim Dean of COB, Dr. Tim Bisping.
2. President Les Guice
 - Thanked everyone for their hard work.
 - Provided an update on the budget, tuition, and fees, and the WISE program.
 - Called on Deans to evaluate their areas and plan for the future.
 - Discussed Shreveport / Bossier initiatives.
3. Vice President Corre Stegall
 - Thanked the Deans for their fund raising efforts.
 - Update on University Advancement
 - Discussed the new Athletics End Zone Facility.
 - Will provide Deans with a compilation of earnings for each fund by June's end.
 - Call to focus on student scholarships.
 - Requested ideas for translating Chairs and Professorships to Graduate Assistantships.
 - Discussed master plan to transform campus fund raising.
 - Announced the new Director of Development-Major Gifts – Michelle Robinson.
4. Vice President Stan Napper
 - Discussed initiative to improve communication with the Deans.
 - Provided an update on Research and Development.
 - Update on Peer Analysis Project
5. Vice President Jim King
 - Expressed gratitude for participation in the development of the prediction variables model.
 - Update on Student Advancement
 - Define best practices for campus visits and recruiting strategies.
 - Update on document imaging initiative.
 - Assembling data of funding resources for scholarships.
 - Enrollment is up 15 to 20 percent.
6. Vice President Jim King and Dr. JoAnn Dauzat
 - Progress report on QEP
 - VP McConathy called for a motion to ratify moving the QEP – First Year Experience/University Seminar/Student Development Initiative forward. Unanimously approved on a Shoemaker/Kaczvinsky motion.
7. Council of Academic Deans (CADs) Minutes, February 20, 2014 (attachment)
 - The minutes of February 20, 2014, were approved unanimously on a Vento/Hegab motion.

8. Instructional Policies Committee (IPC) Minutes, April 10, 2014 (attachment)
 - The minutes of April 10, 2014, were approved unanimously on a Lumpkin/Kaczvinsky motion.
9. Instructional Policies Committee (IPC) Minutes, May 13, 2014 (attachment)
 - The minutes of May 13, 2014, were approved unanimously on a Kaczvinsky/Hegab motion.
10. Graduate Council Minutes, February 26, 2014 (attachment)
 - The minutes of February 26, 2014, were approved unanimously on a Kaczvinsky/Hegab motion.
11. Graduate Council Minutes, April 23, 2014 (attachment)
 - The minutes of April 23, 2014, were approved unanimously on a Shoemaker/Hegab motion.
12. Special Topics Courses
 - a. ANS 589C – Advanced Forest Ecology
 - Approved unanimously on a Liberatos/Shoemaker motion.
 - b. EDUC 489C – Leadership Theory
 - Approved unanimously on a Leonard/Kaczvinsky motion.
 - c. EDUC 489C – Steps to STEM. NASA Education Resources for STEM Engagement.
 - Approved unanimously on a Leonard/Kaczvinsky motion.
13. Interim Dean Sheryl Shoemaker—Update on SACSCOC Decennial Reaffirmation
 - Institutional Effectiveness Audits due June 15, 2014.
 - Anyone who teaches for credit must have an English Proficiency evaluation and Teaching evaluation, including Teaching Assistants and Adjuncts.
14. Discussion—Online Student Evaluations
 - Kaczvinsky/Hegab motion to consider a permanent move from paper evaluations to online evaluations.
 - Suggestion to require student evaluations in Moodle.
 - Leonard/Liberatos motion to review content of teaching evaluations.
 - Suggestion to standardize student evaluations.
15. Other Business
 - a. SACSCOC Name Change (attachment)
 - b. Lecturer Career Path – approved and policy has been published.
 - c. GER Hours – Reduce from 45 to 39. Jeff Hankins chairs the committee.
 - d. Limited W Drop Policy – refocus on Drop initiative.
 - e. Digital Measures (attachment) – negotiate to combine COB and ANS bill.
 - f. Introduced the use of a Position Request/Proposal excel sheet.

The meeting adjourned at 11:20 am.

Council of Academic Deans Meeting
Monday, March 2, 2015
WT 1647 at 10:00 am
Minutes

Present: Vice President Terry McConathy (Chair), Dean Don Kaczvinsky, Interim Dean Tim Bisping, interim Dean Bill Campbell, Interim Dean Don Schillinger, Dean Hisham Hegab, Dean Sheryl Shoemaker, Interim Dean Rita Franks, Mr. Bob Vento, Dean Pamela Ford (ex-officio)
Guests: Ryan Kavanaugh and Allie De Leo

1. Opening Remarks

- VP McConathy welcomed Deans and guests.

2. CADS minutes, November 12, 2014

- The minutes of Nov. 12, 2014, were approved unanimously on a Schillinger/Shoemaker motion.

3. CADS Poll Votes (completed)

- All of the following Poll Votes were approved unanimously on a Kaczvinsky/Schillinger motion.

- a. January 12, 2015: LBAR 498A: Introduction to Unmanned Aerial Systems (UAS)
- b. February 5, 2015: EDUC 489C: A guide to CO-Teaching Practical Tips for
Facilitating Student Learning
EDUC 489C: The Excellent 11
EDUC 489C: Who Moved My Cheese/Grading Smarter, Not
Harder
EDUC 489C: Lost and Found: Healing Troubled Teens in
Troubled Times
EDUC 489C: Classroom technology Integration to Facilitate
Learning Strategies

4. Instructional Policies Committee

- All of the following Minutes were approved unanimously on a Kaczvinsky/Schillinger motion.
 - a. December 9, 2014, Minutes
 - b. January 13, 2015, Minutes
 - c. February 10, 2015, Minutes
- All of the following Poll Votes were approved unanimously on a Kaczvinsky/Hegab motion.
 - d. February 11, 2015, Poll Vote (completed)
 - i. MEEN Changes
 - e. February 19, 2015, Poll Vote (completed)
 - i. MATH 420: Mathematical Methods for Engineering and Physics
 - ii. MATH 425: Nonlinear Dynamics and Chaos
 - iii. PHYS 445: Nonlinear Dynamics and Chaos

5. Graduate Council
 - Approved unanimously on a Kaczvinsky/Schillinger motion.
 - a. December 17, 2014, Minutes.
 - Approved unanimously on a Kaczvinsky/Shoemaker motion.
 - b. January 14, 2015, Minutes
 - Approved unanimously on a Shoemaker/Schillinger motion.
 - c. February 11, 2015, Minutes

6. Transfer Equivalency Software—Ryan Kavanaugh, Dean Pamela Ford
 - Presentation of on-line software
 - Pamela Ford and Ryan Kavanaugh will visit each College
 - Specific usage rights may be given to operators
 - Software has a student facing side
 - Use master course numbering (LCCN)

7. Academic Calendar—University Registrar Bob Vento (attached)
 - 2015-16 (Final) - Approved unanimously on a Vento/Shoemaker motion.
 - 2016-17 (Draft #2) - Approved unanimously on a Vento/Shoemaker motion.
 - 2017-18 (Draft #1) - Approved unanimously on a Vento/Shoemaker motion.

8. Summer School Initiatives—discussion and submission of College initiatives
 - President Guice will provide funding for Summer Faculty and on-line courses.
 - Increase Summer enrollment
 - Salary and course development rates

9. General Education Requirements Review (attached)
 - VP McConathy provided Instructions and the current Degree List (1/28/15).
 - Call for the current curriculum sheets and revisions reflecting the change from 45 to 39 credit hours and the distribution of the remaining 6 credit hours.
 - COMM 101 will be a required GER course beginning Fall 2016.
 - Submission deadline to VP McConathy is September 15, 2015

10. Other Business
 - a. VP McConathy discussed CADs meeting dates for Spring
 - b. SACSCOC update – Sheryl Shoemaker
 - i. SACSCOC visit - March 17th, 18th, and 19th of 2015
 - ii. Non-accredited Program Reports due May, 15, 2015
 - c. QEP announcements (attached)

The meeting adjourned at 11:15 am.

Council of Academic Deans
Meeting Thursday, February 20, 2014
WT 1647 at 10:00 am
Minutes

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

1. Opening Remarks
 - VP McConathy welcomed everyone to the CADs meeting.
 - Announced Dr. Guice's Investiture at Howard Aud. on Tuesday, April 8th at 2pm.
2. Council of Academic Deans (CADs) Minutes, January 23, 2014 (attachment)
The amended minutes of January 23, 2014, were approved unanimously on a Lumpkin/Hegab motion.
3. Instructional Policies Committee (IPC) Minutes, February 18, 2014 (attachment)
The minutes of February 18, 2014, were approved unanimously on a Lumpkin/Vento motion.
4. Graduate Council Minutes, January 22, 2014 (attachment)
The minutes of January 22, 2014, were approved unanimously on a Lumpkin/Vento motion.
5. Graduate Council Minutes, February 5, 2014 (attachment)
The minutes of February 5, 2014, were approved unanimously on a Hegab/Vento motion.
6. Graduate Council Poll Vote, February 17, 2014 (attachment)
The Poll Vote of February 17, 2014, was approved unanimously on a Lumpkin/Hegab motion.
7. Special Topics Courses – All were approved unanimously on a Lumpkin/Hegab motion.
 - a. EDUC 489C – Customize Technology for Your Classroom
 - b. EDUC 289B – Leadership Louisiana Tech
 - c. EDUC 489C – Data Driven Data – A Practical Guide to Improve Instruction
8. Fund Raising (Corre Stegall)
 - Call to encourage increased participation in fund raising at the College level.
 - Expressed the goal for 1 external relationship and 1 fundraiser for each College.
 - Call to encourage written notes of appreciation to donors.
 - Announced development of University Scholars Program.
 - Announced pending Newsletter campaign.
9. Disability Issues (Linda Griffin) (attachment)
 - Provided General Guidelines and Procedures for students and faculty.
 - Provided a sample Accommodation Letter.
 - Provided an example of Registration Packets.
 - Provided an example of a Testing Form.
 - To be submitted 24 hours before testing.
 - Provided a sample Grievance Form.
 - Limitation of 30 days from the date of incident to file a grievance.
 - 30 days to respond to grievance from the date filed.
 - A recommendation from the Advisory Council is sent forward to the President, and a report is filed with the Department of Justice (Policy 1433).

10. Calendar (Bob Vento) (attachment)

- The recommended Calendars for Summer 14, Fall 14, Winter 14-15, Spring 15, Summer 15, Fall 15, Winter 15-16, Spring 16, Summer 16, Fall 16, Winter 16-17, and Spring 17 were unanimously approved on Shoemaker/Hegab motions.
- A Vento/Lumpkin motion to send the Calendars forward for the President's approval and implementation was unanimously approved.

11. Act 426 Questions and Concerns

- Act 426 applies only to students who are enrolled in a 100% online program and taking 100% online courses.
- International students who are outside of the US and enrolled in a 100% online program do not require a Visa.
- International students who are in the US and have a Visa must be enrolled in at least one face-to-face class.
- A standardized announcement is in process.
- Dr. McConathy will identify a model and best practices for online fees.

12. Updates

- a. Request for Caps on Course Enrollment Responses
- b. Request for Summer Budget Responses
- c. Lecturer Career Path – Approved
- d. SACSCOC (Sheryl Shoemaker)
 - Brought attention to Graduate Teaching Assistant Policy 2310.

13. Other Business

- a. Grad Act
 - Announced Grad Act Report due date of April 1, 2014.
- b. Annual Evaluations (Sheryl Shoemaker) (attachment)
 - Call for submission of 5 to 10 Faculty Evaluation examples with names redacted.
 - Call for each College to provide examples of Faculty Evaluations that depict Satisfactory, Needs Improvement, and Unsatisfactory performances (Policy 2108).
- c. Graduate Teaching Assistant Memo & Policy (attachment)
 - Call for response from Dean's regarding their findings, following the review.
- d. Undergraduate Student Status Appeal process to appear in the University Catalog 2014-15.
- e. Bob Vento gave out a Memorandum regarding Faculty Boss Grade Submission for Winter 14.

The meeting adjourned at 12:10 pm.

Council of Academic Deans
Meeting Thursday, January 23, 2014
WT 1647 at 1:00 pm
MINUTES

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

1. Opening Remarks
VP McConathy welcomed everyone to the CADs meeting.
2. Council of Academic Deans (CADs) Minutes, October 9, 2013 (attachment)
The minutes of October 9, 2013, were approved unanimously on a Lumpkin/Liberatos motion.
3. Instructional Policies Committee (IPC) Minutes, November 12, 2013 (attachment)
The minutes of November 12, 2013, were approved unanimously on a Lumpkin/Liberatos motion.
4. Graduate Council Minutes, October 23, 2013 (attachment)
The Poll Vote of October 23, 2013, was approved unanimously on a Kaczvinsky/Liberatos motion.
5. Graduate Council Minutes, December 11, 2013 (attachment)
The minutes of December 11, 2013, were approved unanimously on a Lumpkin/ Liberatos motion.
6. Student Athlete Advising (James Liberatos)
 - Three new Athletic Academic Advisors.
 - Reggie Simpkins – All Sports
 - Brandon Benjamin – Football
 - Kaitlyn McCanna – Men’s/Women’s Basketball
7. Late Drop/Add Policy
 - Registrar’s office will need a Drop/Add Slip signed by the Academic Dean to add a student after the 9th class day.
8. Distance Learning Course Coding (Bob Vento)
 - Identify 0-50%, 50-99%, 100% DL Courses on the RBA 121 Draft Schedule Sheet - each quarter.
 - Identify 100% Online Program (ONL) students for ACT 426.
 - Registrar’s office will use a “V” code flag on screen 119.
 - Departments will notify “ONL” students of ACT 426 fee structure.
9. Revision to Policy 2111: Lecturer Career Path
 - Colleges set criteria and maintain evaluations.
 - Remove “Continuous Appointment” terminology.
 - Recommendation approved unanimously on a Hegab/Liberatos motion.
10. Status of “Drop with W” Proposal (attachment)
 - Discussion regarding moving forward or dropping the issue.
 - LSU and ULL have a similar policy.
 - Dr. McConathy will consult with other VPAAAs.
11. Other Business
 - Library Fees for Dissertations (attachment)
 - Rosters of Instructional Staff (attachment)

The meeting adjourned at 2:00 p.m.