

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, January 13, 2010

The Council of Academic Administrators met on January 13, 2010 at 1:30 p.m. in the A117 conference room. The following attended: Dr. Janet Bahr, Mr. Kip Finnegan for Mr. Jym Brittain, Dr. Richard Carhart, Dr. Sheila Collins, Ms. Rachel Farinelli, Dr. Mark Giese, Dr. Kay Grant, Dr. Phyllis Fife, Mr. Tom Todd for Dr. Christee Jenlink, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Michele Welch for Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Tadlock opened the meeting by welcoming the large group and introductions were made. Dr. Tadlock instructed that the Council of Academic Administrators' meeting would be action oriented and would address issues concerning Academic Affairs. Ms. Rachel Farinelli, Director of Continuing Education, and Dr. Mark Giese, Director of Assessment and Institutional Research, joined the Council.

Dr. Tadlock presented the suggested agenda format and reviewed the time line of the agenda. The agenda items will be needed the Monday evening before the Wednesday meeting. The agenda will be distributed electronically the morning of the meeting, along with other documents that will be discussed at the meeting. Significant moments regarding family and other interests are also important.

Decision Items

Meeting dates, times, site and delivery

The Academic Council meeting dates for the spring semester were presented. Dr. Tadlock asked the Council for any conflicts. The dates were approved. If conflicts occur someone should be sent to represent the department. It was agreed that a meeting would be scheduled once each semester at the Broken Arrow and Muskogee campus. It was also agreed to schedule two ITV meetings during the semester.

Format of Academic Council Meetings

The meeting will be split. The first hour of the meeting will be with the entire Academic Council and the second hour of the meeting will be with the Academic Deans.

Discussion took place in regards to who should attend the Academic Council part of the meeting. It was suggested or asked to have faculty, staff and student representation. Dr. Tadlock asked the Council to consider and give opinions of who should attend the Academic Council meetings. The facilitation of the meeting will rotate to each person on the council beginning with the next meeting.

Discussion Items

Initial Perceptions of NSU

The Academic leadership team must be recognized as leaders. The Academic leadership team and academics need to drive the decisions of the university. The academic priorities need to be in front of the people. The Academic Affairs leadership team must lead in terms of where the institution is going. Academic Affairs must be an advocate for all.

Highlights and Priorities

Library, Dr. Shelia Collins, Director of Libraries

A new initiative for the Library done in conjunction with the bookstore is "Textbooks on Reserve". Textbooks from different classes will be on hold at the Library in order for students to be able to check out the books.

The Literacy Center will be re-opening in February. It will be located on the lower floor of the Library. The Big Read grant in the fall of 2009 was successful in coordinating public libraries, college libraries and public school libraries.

Priorities:

- Class Schedule
- Retention
- Customer Service
- Academic Priorities and programs

Center for Tribal Studies, Dr. Phyllis Fife, Director

The American Indian Symposium will be held in April. Dr. Fife requested the Council to encourage faculty to support and attend the events at the symposium.

The Center has been working with Wilma Mankiller, the first Sequoyah Fellow, regarding ideas and direction for academic programs focused on American Indians.

College of Liberal Arts, Dr. Paul Westbrook, Dean

The college has been dealing with personnel issues and will need to consider a new Language and Literature department chair.

The deadline for the Art Institute grant for the Galaxy of Stars is this week.

Priorities:

- Online classes-a coherent policy and process for effective enrollment management

Broken Arrow Campus, Mr. Tom Todd, University Services

Priority:

- Lack of computer classrooms

College of Education, Dr. Kay Grant, Dean

The completion of the third floor of the Education building will begin with the recent private donation. It will include a state of the art computer lab, reading clinic and ITV room.

The NCATE accreditation will begin in September 2010. The on-site visit will be in the fall of 2011.

Priorities:

- Guidance for the academic priority process
- Coordination and communication with the 2+2 agreements
- Streamline procedures

College of Optometry, Dr. Michele Welch, Associate Dean

There are currently six open positions in the college. Their accreditation will be in 2012.

They are currently meeting a huge demand for continuing education in Optometry through outreach and post education classes.

Priorities:

- Effective communication
- Expand techniques in recruitment efforts
- Support of external partnerships
- Guide for academic priorities and planning group

Muskogee campus, Dr. Tim McElroy, Dean

The focus has been on Connors State College moving onto the Muskogee campus.

Priority:

- Commitment to offer a four-year program/degree at the Muskogee campus

Enrollment Management, Mr. Bill Nowlin, Dean

Spring enrollment is up as of today; 400 students and 5,000 credit hours.

Priorities:

- Class scheduling
- Software Technology
- Retention

General education classes
Address delivery of these courses
Advisement

Assessment and Institutional Research, Dr. Mark Giese, Director

College of Business and Technology, Dr. John Schleede, Dean

The Oklahoma Center for Rural Development will now be known as the "Economic Development and Business Service Center". This center does economic development and helps in assessment along with economic reports.

A Memorandum of Understanding has been created for a 2+2 agreement with a consortium of universities in Vietnam.

A non-credit mini MBA will be offered through the Continuing Education department.

Priorities:

- Overall budget process
- Faculty issues
 - Hiring of faculty
 - Salary and shortages
- Transformational Learning
 - Concerted effort through faculty development to accomplish this

International Programs, Dr. Richard Carhart, Executive Director

The Governor's Global Education Conference will be Feb. 9th. Dr. Betz is on a panel and Dr. Schleede will be presenting at the event.

Priorities:

- Academics takes the lead and has a voice
- The target of 500 international students
 - What portion of their profit will go back to International Programs?

Center for Faculty Development, Mr. Kip Finnegan, Coordinator

The faculty development workshop schedule is available.

College of Science and Health Professions, Dr. Martin Venneman, Dean

Focus has been on the growth and development of programs at the Muskogee and Broken Arrow campuses.

Scholarship funding has been very good.

The college shares college wide governance.

Priorities:

- Technology
- Advising
- Scheduling
- Smart Choice coordination

Graduate Studies and Research, Dr. Tom Jackson, Dean/Asst VP for Academic Affairs

New programs will be added to the graduate college.

A proactive funding team has been created.

The Institutional Review Board guidelines have been enhanced and are more efficient.

The Higher Learning Commission site visit will be in late 2011. The final draft report will be late 2010.

Campus safety is always important.

Priorities:

- Efficient communication
- Timeliness of proposals
- Academic technology
- Growth and enhancement and applying best practices to programs

Continuing Education, Ms. Rachel Farinelli, Director

Continuing education offers classes for personal interest, interest to seniors and training for professionals. The Continuing Education department was highly involved with the Regional Summit in October which has lead to involvement in other areas and involvement in the planning of the 2010 Summit. Continuing Ed will focus on expansion and community involvement. They are also available for planning and administering meeting and conference events.

Associate Vice President for Academic Affairs, Dr. Janet Bahr

The HLC team is preparing for the trip to Chicago in April for the HLC conference.

Priorities:

- Higher Learning Commission accreditation
- Technology
 - Student information, DARS, online enrollment and application
- Academic Prioritization
 - Strategic Planning
- Review of Tenured Faculty
- Streamline Academic Information

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, January 27, 2010

The Council of Academic Administrators met on January 27, 2010 at 1:30 p.m. in the A117 conference room. The following attended: Dr. Janet Bahr, Mr. Kip Finnegan for Mr. Jym Brittain, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Mark Giese, Dr. Kay Grant, Dr. Phyllis Fife, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, Ms. Phyllis Wilmon and Dr. Martin Tadlock; Chairman.

Dr. Paul Westbrook served as the facilitator for the meeting. Dr. Westbrook requested approval of the minutes from the January 13, 2010. Dr. McElroy made the motion to accept the minutes. Dr. Penisten seconded. The motion passed. Dr. Denise Deason-Toyne, Faculty Council President, was welcomed to the meeting.

Upcoming Events

The University Assembly will be held February 15 at 3 p.m. It will focus on university planning and academic priorities.

Higher Ed Day at the Capitol will be February 16. We have 32 individuals grouped in teams that will be representing NSU.

The Tulsa Metro Chamber will be on the Tahlequah campus February 4 and 5. There will be a forum at 10 a.m.

Dr. Westbrook distributed a list of upcoming events in music for the spring 2010 semester.

Discussion Items

Budget Update

There will be a reduction for the higher education budget next fiscal year, but the percentage of cut is unknown at this time. NSU will continue to cut 10% through the month of July. A policy regarding travel will be issued. All out of state and international travel should be approved by the appropriate Vice President. A form will be provided. The policy will also contain language regarding the scrutiny of new positions. A Budget Forum will held on February 19th, 10 a.m. on the Tahlequah campus and 2 p.m. on the Broken Arrow campus to review the budget situation, communicate next year's plans and projections and to review the budget process.

The university will operate on a 4.5 day week for the summer session. The university will be closed on Friday afternoons. Employees will work a flex schedule. Summer courses will try to be held scheduled in fewer buildings. Everyone should consider utility costs by shutting down computers and printers and turning off lights.

Performance Appraisals and Substance Abuse Training Overdue

Please check your department staff's file to address this matter.

Scholarly Recognition Newsletter

A monthly newsletter will be developed for the Office of Academic Affairs featuring teaching, scholarship and service activities by our faculty and staff. These should be sent electronically each month in a standard format. Please indicate the category of the activity.

Commencement Student Speaker

The commencement exercise at the Tahlequah and Broken Arrow campus will now include a student speaker. A process to designate the student needs to be defined. Dr. Fife suggested someone from the Outstanding Seniors or the Hall of Fame group. It was suggested that the candidate could submit a portfolio and/or application or they could submit a five minute speech.

The Broken Arrow campus will need to develop a different plan, as they do not have Outstanding Seniors at this point. Dr. Jenlink will be responsible for putting together the standards for the BA student commencement speaker. It was suggested to include graduate students. The final proposal was to choose a graduate student for the fall commencement in Tahlequah, an Outstanding Senior for the spring commencement in Tahlequah and Broken Arrow will develop its own plan for choosing the student.

Other Business

Circle of Excellence nominations are due February 12, 2010.

A team will be attending the HLC assessment workshop next week in Chicago. This will help us with the assessment processes .

The Confucius Classroom official opening will be February 14, 2010.

Provost/Deans Meeting

Decision Items

Priorities and Retreat Planning

The purpose of the retreat will be to address priorities and a strategic plan for next year. This planning should align with the budget that will be due May 1, 2010. The retreat will be March 11 and 12th on the Muskogee campus. Thursday will be dinner only. Friday will be a working session from 8 a.m. to 3 p.m. More planning will take place before the retreat.

Discussion Items

Transfer Credit for Military Service

Major Junkens from ROTC presented to the Council information regarding military credit for training experience. A handout was distributed. He requested consideration be given to veterans for extra-institutional credit for courses in military training. A large number of veterans are beginning to attend college; we should be a veteran friendly institution.

D, F, W Numbers

Dr. Tadlock asked the Council to review grades of D, F and W. If a pattern is noticed in courses this should be address by discussing the grades with the instructor. It was expressed that the withdraw policy is too lenient, therefore there are many Ws.

Prioritization Process and Outcomes

Dr. Tadlock impressed upon the Council that the academic prioritization process was just one part of the total picture. The perception of this process shouldn't focus on eliminating programs. This information will be due May 1.

Tenure and Promotion Standards and Process

Dr. Tadlock will request a committee from the Faculty Council to review the tenure and promotion process. He would like for the process to be uniform and consistent across colleges. The committee will make recommendations for revising the process. The letters for this year's tenure and promotion have been dispersed to the faculty and deans regarding recommendations. This will be a retreat agenda item.

Early Alerts and Administrative Withdraws

Please communicate these processes to adjuncts and others that will need this information.

Funding Proposals

Timing is important to the funding proposal approval process.

Credit for Prior Learning

This was put on hold.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, February 17, 2010

The Council of Academic Administrators met on February 17, 2010 at 1:30 p.m. at the Muskogee campus. The following attended: Dr. Janet Bahr, Mr. Kip Finnegan for Mr. Jym Brittain, Dr. Richard Carhart, Mr. Darren Toby for Dr. Sheila Collins, Dr. Denise Deason-Toyne, Dr. Mark Giese, Dr. Pam Fly for Dr. Kay Grant, Dr. Phyllis Fife, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. John Schleede, Dr. Pam Hathorn for Dr. Martin Venneman, Dr. Paul Westbrook, Ms. Michele Farris and Dr. Martin Tadlock; Chairman.

Dr. Tim McElroy served as the facilitator for the meeting. Dr. McElroy requested approval of the minutes from the January 27, 2010 meeting. A spelling correction was made to the minutes. Dr. Deason-Toyne made the motion to approve the minutes. The motion passed.

Reminders/Upcoming Events

Dr. McElroy reminded the council the Academic Retreat would be held in NSM 148. A correction was made to the agenda. The Budget Forum will begin at 10 a.m. Also, the February 24 meeting will be sent to A215 on the BA campus.

Updating Unit Plans

Dr. David Kern reviewed the process of updating the Unit Plan. The purpose of his attendance was to answer any concerns regarding the guidelines of the UPG process. The May 7 deadline should include an updated plan recognizing any changes. The changes should consider the mission, vision and values statements. The progress report should also be submitted with updates from last years report. Dr. Kern asked for feedback on the strategic goals. The following are due May 7; the Growth and Development/Strategic Plan ,and the Progress Report following the strategic grid template. The grid will be resent electronically. The Academic Prioritization process should follow the strategic plan.

Graduation Speakers

A committee is needed to determine the student speakers at graduation. Dr. Christee Jenlink, Dr. Melissa Mahan and Mr. Jerrett Phillips will make up the BA committee. Dr. Giese made the motion to appoint a selection committee under the direction of Mr. Bill Nowlin. Dr. Jackson seconded the motion. Dr. Westbrook recommended Mr. Chris Copeland to work with the speaker.

Spring Break

It was clarified that the university would be open Monday, Tuesday and Wednesday of the spring break week. The university will be closed Thursday and Friday. Each department will need to be able to provide limited services according the supervisor directions.

Academic Priorities Timeline

A database for academic priorities is being developed for use in completing departmental self studies. This information is available now and will be sent electronically to the deans to share with department chairs. The cost of programs was determined by cost per credit hour based on instructional costs. Dr. Bahr distributed a handout explaining the academic priorities data. The self study should be submitted to Department Chairs and Deans and then submitted to the Vice President of Academic Affairs for the May 7 deadline.

Summer Hours

The new summer hours will be presented next week. The Tahlequah campus will be opened 4.5 days and the Muskogee and Broken Arrow campus will be open 4 days, beginning with the summer term.

Enrollment Management Team

The Enrollment Management Team has been formed. This will be a standing committee that will guide the activities of enrollment, graduation and retention.

Oracle Update

The Oracle situation has not been settled. Vice President Koehn is looking into this. The campus will not switch to Oracle on February 24. We will go forward eventually with Oracle and then consider other alternatives.

Budget

There will be a 3-5% reduction in state allocations. A campus wide budget forum is scheduled for Friday. A tuition increase is expected. An increase in fees was discussed.

Academic Affairs Newsletter

The Academic Affairs newsletter was dispersed for review. It will be ready by March 1st. The deadline for April's newsletter will be March 15th.

Other Business

Dr. John Schleede will be the facilitator for next week's meeting. He will also invite a staff representative. The meeting will be held in the CASE conference room and will be sent to Muskogee and BA.

Celebration of Teaching will be tomorrow on the Tahlequah campus. The National and the Oklahoma Teacher of the Year will be here.

Dr. Terri Baker, Chair of the Department of Languages and Literature has retired. Dr. Les Hannah will be the new department chair.

Dr. Bahr reminded the Council that the update of the online catalog has begun. Please do not wait until the last minute for updates due to the audit system.

Deans Meeting

Class size and Caps on online classes

Dr. Tadlock asked for the expectations of class sizes and also online classes. The policy on minimum class size will be considered. The average class size is 28 students. Class limits should plan for a reduction at the beginning of the semester. It has been encouraged to lift the limits of online classes and have the support of an instructional support specialist. Dr. Tadlock determined that there will be no mandates from the Office of Academic Affairs for class sizes. The Deans will determine the class size based on variables. The Deans will be responsible for the quality of the class as well as making sure class size is appropriate. Each college must consider the overall management of class sizes to hit the average for financial costs across the board.

It was recommended to present a proposal from the Dean's council to increase adjunct pay to hire quality adjuncts to cover increased enrollment in classes. These positions can eventually lead to tenure track positions.

HLC Coordinator

A Student Learning Coordinator will be assigned for each college. The Student Learning coordinator will receive a one course release time. These coordinators will be part of the university Student Learning (formerly Assessment) Committee. Dr. Jackson will be presenting a recommendation to join the Assessment Academy to the Cabinet next week. The Student Learning Coordinators will monitor and assist programs to improve and document student learning outcomes. Dr. Pam Fly is the Chair of the Assessment Committee. This committee will create activities with the colleges and work with the coordinators. Our goal is to focus more on

student learning outcomes and less on "completing reports" in an effort to improve our academic programs.

General Education Online

Each general education course should have at least one section online. This should be done within the year. The general education courses need to be in place for programs that have the potential of being completely offered online. It was questioned how would enrollment be controlled. This will be an item addressed at the Academic Retreat.

D, F, W Grades

Please reassure faculty that this was not targeted towards individual faculty. It was considered to find a pattern of ideas to help reduce the number of students receiving these grades in courses.

Summer Programming Needs

A collection of the summer schedules should be brought together to advertise to potential summer students, such as students returning home for the summer. University Relations will be contacted to help facilitate this. Weekend classes need to be added to the summer schedule especially at Broken Arrow.

Academic Probation and Notice

A handout was distributed to the Deans that indicated students on academic probation according to major. It also indicated students who applied for graduation in the fall, but did not graduate. These students should be contacted to discuss why they did not graduate or their progress while on probation. Discussion revealed that student advisement is weak and the advisors do not have the time to manage the advisee. This same information is available in a green bar report distributed by Enrollment Management.

Other Business

The Undergraduate and Graduate catalogs are available in hard copy. Eventually these will be discontinued.

Dr. Tadlock requested the Deans to consider \$10,000 to facilitate recruitment of students that did not graduate.

The Academic Retreat will begin Thursday, March 11 with a dinner at Johnny Vs in Muskogee, beginning at 6:30 p.m. It will resume on the Muskogee campus on Friday, March 12 at 8 a.m. and last until 3 p.m.

NORTHEASTERN STATE UNIVERSITY
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Minutes of the Meeting, February 24, 2010

The Council of Academic Administrators met on February 24, 2010 at 1:30 p.m. in the CASE conference room. The following attended: Dr. Janet Bahr, Mr. Kip Finnegan for Mr. Jym Brittain, Dr. Richard Carhart, Mr. Darren Toby for Dr. Sheila Collins, Dr. Denise Deason-Toyne, Dr. Mark Giese, Dr. Pam Fly for Dr. Kay Grant, Dr. Phyllis Fife, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. John Schleede, Dr. Pam Hathorn for Dr. Martin Venneman, Dr. Paul Westbrook, Ms. Michele Farris and Dr. Martin Tadlock; Chairman.

Dr. John Schleede served as the facilitator for the meeting. He introduced Ms. Ronnie Grayson, Academic Advisor in the College of Business and Technology as the staff representative. Dr. Venneman made the motion to approve the minutes. Dr. Collins made the second. A title correction was made to the minutes. The HLC coordinator should be referred to as the Student Learning Coordinator. The motion passed with the correction.

Council Meeting

Reminders/Upcoming Events

The Academic Council meeting scheduled for March 10 will be moved to 2 p.m. to accommodate the webinar scheduled at 1 p.m.

Stop Doing; reallocation and reorganizing – Dr. Tadlock

When you build something new, let go of something else. This should be emphasized throughout the strategic planning process.

Technology Update – Dr. Martin Tadlock

There has been no decision from the Cabinet on how to move forward with the campus wide software technology. We will not switch over to Oracle at this time. Oracle no longer supports the package that was purchased. The software situation is being carefully assessed. A committee is reviewing different software such as PeopleSoft and Banner. NSU hopes to have something in place and operational in 12-24 months.

HLC Update/Assessment Committee – Dr. Janet Bahr and Dr. Tom Jackson

The HLC steering committee meeting will be held March 2, at 2 p.m. Dr. Reese will conduct this meeting and address criteria and subcomponents. The December report has been compiled for review. The HLC steering committee will meet regularly and continue to monitor the progress of the eight teams. The HLC Office will be located in the basement of the Administration building and a secretary position is in place to manage the office and documents. The visit will take place in the fall of 2011, on Monday, Tuesday, and/or Wednesday.

Dr. Jackson reported the Cabinet had approved the application to the HLC Assessment Academy. The Assessment Academy is designed to provide support for university wide assessment of student learning outcomes.

Other Business

Dr. Jackson informed the Council of an increase of Automated External Defibrillators on each campus. The defibrillators will be identified by signage and glass enclosure.

The National Incident Management System (NIMS) requires training by deans and directors. Two courses are required for higher education training. It will be available online before December 1.

A proposal for the process of prioritizing earmarks has been submitted to the Cabinet.

The shortened summer work week has not been approved by the cabinet. The guidelines for the work week are being drafted.

The parking lot between the Fine Arts building and Seminary Hall will become a garden area and some parking spaces will be removed. Handicap parking needs to be considered.

NSU has applied to be a "Yellow Ribbon Campus". If the application is approved NSU will be known as a veteran friendly campus. Veterans will be able to attend at state rate and a counseling position will be created to assist incoming veterans.

The Academic Times Newsletter has been updated and will be sent out on March 1. Please include staff recognition also.

Dr. Giese reminded the Council that the academic reports are due June 15. The template will be modified. A meeting will take place before this date.'

The Governor's Global Education conference is March 10.

Dean's Meeting

Website and College Logos – Vice President Kinders

There are 13 academic departments' websites that have not been updated. University Relations is available for help. Dr. Venneman voiced a concern that the resources are not available to update the websites and the infrastructure needs to be in place to support this effort. The purpose is to update the content of the website, not for website design. It was suggested to hire students to update the department websites. Colleges that have updated their website have used existing staff and faculty and volunteers.

There are many different logos among the individual colleges. It was recommended to reduce the use of logos and remember when using logos not to over power the main logo. A review process will be put in place. Request to continue to use college logos will be considered.

D F W Grades – Dr. Tadlock

A document that compiled the ideas submitted to aid in reducing the number of DFWs was sent to the deans electronically. Dr. Tadlock suggested picking three of the ideas and putting them in place. More of this discussion will take place at the retreat. Bill Nowlin added that an attendance policy does make a difference.

Academic Misconduct

A handout was distributed that proposed a change in the student misconduct process. The process would help facilitate the handling of the documentation of student misconduct. A spreadsheet will be created to hold the data of incidents and would be located on a shared drive. One person preferably the asst/assoc dean would have access to the spreadsheet. Three offenses could result in removal from the university. This could be seen as an opportunity to help students. This proposal needs to be considered by the department chairs and a decision needs to be made at the college level. The proposal would need to be endorsed by the Academic Council. Dr. Grant made the motion to accept the proposal. Dr. Westbrook made the second. The motion passed. This proposal will be sent to the Faculty Council and Student Affairs for consideration.

Low Enrollment Programs – Dr. Tadlock

A handout was distributed with enrollment data. The purpose of the data is to determine the average class size that is viable. The data shows the average class size is at 23; should the average class size be 26 to 28? The data is to provide a target for each college. Early withdraw within the first two weeks must be considered. It was requested that the data be recalculated with

early withdraws considered. Deans will need to make decisions on how to use the information to best serve students. This will be decided at the retreat.

Broken Arrow/Muskogee White Paper – Dr. Tadlock

This will be on the agenda for the retreat. There are three significant ideas for the Muskogee and Broken Arrow campuses. First, would be to create a college for extended learning, a stand alone college. This could serve the working adult in the Tulsa metro area. An academic dean would be needed to manage the college. Second, would be to consider what programs could be moved to BA and Muskogee. Some programs would bloom at these locations. Also consider low productivity programs that have potential to grow in these locations. Third, there are 120,000 people in the Tulsa metro area that have not completed a degree. The mission could be to invite people back to complete their degree.

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Dr. Martin Venneman served as the facilitator for the meeting. He introduced Ms. Linda Brown, Administrative Assistant in the College of Science and Health Professions, as the staff representative. Dr. McElroy made the motion to approve the minutes. Mr. Nowlin made the second. The following corrections were made to the minutes. Dr. Shelia Collins was present at the meeting. The HLC Update section should state, the Cabinet approved NSU to apply for the HLC Assessment Academy. The NIMS section should state, available online and must be completed before December 1. Dr. Giese stated, that the assessment report is due June 15, not the academic report. The motion passed with the corrections.

Council Meeting

Annual Assessment Report and HLC – Dr. Mark Giese, Director for Assessment and Institutional Research

Dr. Giese reminded the council that the assessment report will be due June 15. Please send a copy to Dr. Bahr, Dr. Jackson and Dr. Giese. The program chairs should meet with Dr. Pam Fly, the assessment committee chair. Dr. Giese distributed a handout with the list of assessment meeting dates by college. A list of the attendees should have been submitted by the deans. This should include the chairs and others involved with assessment. These meetings will take place in Library 157. The Student Learning coordinator should also attend. The meetings will help facilitate the completion of the report. Dr. Giese distributed to the deans a list of participants and the agenda for these meetings. He also distributed two articles regarding student assessment. A make up meeting has been scheduled; all the meetings are open to others. Dr. Giese will send electronic copies of the items distributed.

Dr. Tadlock reminded the Council that this report will help establish the academic priorities for the next year. The group of 16 people attending the HLC conference will meet before the conference to discuss these priorities and conference objectives.

Textbook Conference - Dr. Shelia Collins, Dean of Libraries

Dr. Collins attended the Textbook Evolution conference in Tulsa, hosted by TCC. She distributed a document created by TCC that outlined the recommendation from the Alternative Course Materials Task Force. The conference discussed the concerns of textbooks in higher education. Two important points were made at the conference: the decisions regarding course materials made today make a difference in the future and the solutions must enhance student learning. An online survey was conducted by TCC and the data is available. The conference stated that textbooks account for 43% of student costs. Dr. Collins will send the survey to the council electronically. Textbooks could be considered in student retention.

Strategic Priorities – Dr. Martin Tadlock, Provost/VP for Academic Affairs

The strategic priorities were presented at the President's expanded cabinet meeting. Dr. Tadlock distributed a handout with the eight proposed university priorities. Another handout detailed the support of how three of the priorities would be obtained. He asked the council to review the documents and provide feedback, edits, changes, suggestions and projects that would support priorities that are important to each college. This information will go back to the expanded cabinet for review.

Language of Low Expectations– Dr. Martin Tadlock, Provost/VP for Academic Affairs

Dr. Tadlock commented on the negative language sometimes heard at NSU. He has been here two months and has heard too much talk about low ACT scores, low socio-economic status and other related comments that can lead to a self-fulfilling prophecy. The administrators and leaders create the attitude on campus and should use the language of high expectations. Dr. Tadlock enlisted the Council's support and help with changing the campus language.

Broken Arrow/Muskogee White Paper– Dr. Martin Tadlock, Provost/VP for Academic Affairs

Dr. Tadlock asked the Council to consider the Muskogee/Broken Arrow white paper and come to the academic retreat with a decision on adopting the proposal. The proposal suggests a focus on the adult, non-traditional student; to create a stand alone college for adult degree programs and to cater to the 120,000 people in the Tulsa area who have hours towards a degree, but no degree. The current programs on the Broken Arrow campus will still be offered.

Purpose of Split Meeting– Dr. Martin Tadlock, Provost/VP for Academic Affairs

Dr. Tadlock explained the purpose of a split meeting. It is to minimize the time spent in meetings. The subject matter discussed at each meeting pertains to that group. Everyone is welcome to stay for the second part of the meeting. The agenda will be distributed on Tuesday, before the meeting, so that it can be determined if it is necessary to attend.

Other Business

Dr. Tadlock reminded the Council that the President has the only signature authority when committing university funds. If funding is needed in proposals or contracts, please communicate this to the Office of Academic Affairs.

Dr. Pam Louderback has been named the interim director of the Broken Arrow library. Dr. Tom Messner has resigned.

Dr. Fife, Director for the Center for Tribal Studies, distributed a brochure, called American Indian Profile. It contained information regarding American Indian enrollment data.

Dr. Bahr announced that Dr. Linda Wilson, from the College of Education, has been named a DaVinci fellow. Also, two students were named as DaVinci scholars.

Dr. Schleede announced the death of retired Business and Technology secretary, Linda Lawrence.

Mr. Nowlin reminded the Council of CORE, a university wide effort to develop relationships with students and potential students.

The College of Business and Technology hosted a career focus event on the Broken Arrow campus. There were 75 TCC students in attendance.

Deans Meeting

Programmatic Considerations

Academic advisement training for faculty is not available at NSU, currently. The university does have an eight semester graduation guarantee that is outlined in the catalog. Most of the colleges offer capstones, service learning, or field experiences in their programs. Dr. Tadlock requested a list of the programs that did not have these available.

Revenue sharing & Outreach to Smart Choice Partners

There are three programs that want to participate in revenue sharing and outreach to SmartChoice. These are Health Care Administration, Human and Family Sciences and Criminal Justice.

Grievance Process

Dr. Tadlock encouraged each college to put in place a clearly worded grievance process for students concerning grades or personnel issues.

Concurrent Enrollment Ideas

NSU offers concurrent enrollment for up to six hours per semester for qualifying high school students. This is considered a tuition waiver.

Summer Budget

The summer budgets are due April 1. The reduced enrollment rate will be available.

Other Business

All faculty candidates should be interviewed through the Office of Academic Affairs.

Mid term grades are due Friday, at 5 p.m.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, March 24, 2010

The Council of Academic Administrators met on March 24, 2010 at 1:30 p.m. in the CASE conference room. The following attended: Dr. Janet Bahr, Dr. Sheila Collins, Dr. Phyllis Fife, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Pam Louderback, Dr. Tim McElroy, Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Mr. Jeff Walker, Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Tim McElory served as the facilitator for the meeting, in place of Bill Nowlin. He introduced Jeff Walker, Director of First Year Experience, as the staff representative and Dr. Pam Louderback representing Faculty Council. Dr. Venneman made the motion to approve the minutes. Dr. John Schleede made the second. The motion passed.

Council Meeting

Reminders/Updates

The BA dean candidate luncheon will be on Tuesday, April 6th. The Honors Award Assembly will be April 23rd. The Academic Council meeting on April 21st will be cancelled due to the dedication of the Net building in honor of Roger Webb.

Workman's Compensation Procedures for Faculty at the Broken Arrow Campus – Christee Jenlink

Dr. Jenlink facilitated discussion concerning the process to file a workman's compensation claim. Human Resources should be contacted immediately and a form must be completed by the person who was injured and must be signed by the supervisor within three days from the time of the injury. This does not pertain to just working days. If a supervisor is not available the form can be submitted to Human Resources and a signature obtained at a later time. The Council requested more information and clarifications to make a decision. This will be addressed at the next Academic Council meeting.

Academic Times Newsletter – Dr. Martin Tadlock

A copy was distributed for proof. The newsletter will be sent to all faculty and staff April 1st. The deadline for the May issue is April 15th.

Center for Teaching and Learning – Dr. Tom Jackson

A handout was distributed outlining the ideas for the future of the Center for Teaching and Learning. The Council was encouraged to invite faculty to provide input on the ideas described in the handout. The Center will revamp and retask the objectives. It will focus on enhancing student learning outcomes and enhancing teaching and learning. The document suggested careful consideration of webinars and faculty development. It was suggested that a student work group be formed to assist in online teaching. Programs such as Smart Thinking, an online tutoring service, and Quality Matters, a national accrediting agency for online education, will be implemented. A steering committee will be formed to help coordinate the changes. The steering committee will make decisions regarding faculty development. The steering committee will consist of a faculty member from each college, two members from the Academic staff and two students from the Student Government Association. The members will be rewarded through support for development in this area. The committee will initially meet weekly and then move to monthly. These changes will include the need for an Assistant Vice President of Academic Affairs that will oversee the Center for Teaching and Learning along with other tasks.

Performance Evaluations – Dr. Martin Tadlock

Dr. Tadlock requested input from the Council on how to conduct performance evaluations. Last year a self evaluation was completed by the Council. The Proposed Development Coaching and Mentoring Model was distributed as an example. Dr. Tadlock asked the Council to suggest a

model and present it at the next Academic Council meeting. Dr. Venneman has a substantial review process that he will send to the Council for consideration.

Budget – Dr. Tadlock

Some rollover monies will be available through the Academic Affairs office. The following initiatives will be funded: Smart Thinking, Quality Matters, the DARS staff position, a university call center and the Assessment Academy. Resources are being identified for the other proposals. It has been proposed to hire a group of student workers to help with technology in the Center for Teaching and Learning, also proposed was enhancement for graduate faculty, such as a three hour credit course equal to a four hour credit load. This could be possible by increasing graduate class size by one student. Other ideas: a budget analyst position, an internship program in the Office of Academic Affairs and clerical staff professional development. There will be a transition period as the budget moves to a more decentralized process. In the future, all faculty and staff positions under Academic Affairs will be pooled and decisions will be made as a Council for new positions.

Other Business

Dr. Pam Louderback discussed the feedback given from the Faculty Council regarding the University priorities. The document will be distributed to the Council.

Deans Meeting

Academic Retreat

A handout was distributed containing a list of tasks that were the result of the Academic Retreat.

Each task has a coordinator assigned, who will be responsible for the accomplishment of the task

A grid was provided on the last page of the hand out to track the progress. This grid will be available to all for completion.

Position Update

The academic prioritization process will become even more important as we move to a new budget system. Dr. Tadlock requested a very clear position update including new hires, retirement, resignations and priorities. This is due by April 15th.

Class Schedule Coordination

A solution is needed for the coordination of the class schedule among colleges. Some classes are overlapping due to a program course being offered outside the college of the program's location. The most conflict is noticed in the science and math classes. The College of Education operates on a four day schedule and the other colleges operate on a five day schedule. The College of Education is willing to work around these conflicts. Other faults of the class schedules are due to the students that do not take the classes when offered or do not communicate the problem so that it may be resolved. This issue will be moved to another Academic Council meeting.

HLC Update

A syllabus template indicating the required items that must be contained in the syllabus will be sent to the Deans. Syllabi will be needed for all courses for the fall semester. An electronic copy of all syllabi is due to Dr. Kathy Reese no later than the second week of the fall semester. This will also be done in the spring and summer.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, April 7, 2010

The Council of Academic Administrators met on April, 2010 at 1:30 p.m. in the SH 106. The meeting was sent to the Muskogee campus. The following attended: Dr. Janet Bahr, Dr. Sheila Collins, Dr. Denise Deason-Toyne, Dr. Phyllis Fife, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Tom Jackson, Dr. Christee Jenlink, Ms. Michele Farris for Dr. Tim McElroy, Dr. Doug Penisten, Dr. John Schleede, Ms. Mary Stratton, Dr. Martin Venneman, Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Doug Penisten served as the facilitator for the meeting. He introduced Mary Stratton, Assistant Dean of Optometry, as the staff representative. Dr. Grant made the motion to approve the minutes. Mr. Bill Nowlin made the second. The motion passed.

Reminders/Upcoming Events

April 20th Undergraduate Research Day

Circle of Excellence, April 29th in the Net Tower

Commencement – Bill Nowlin, Dean Enrollment Management

An email regarding commencement went out to all faculty. The Tahlequah ceremony is Saturday, May 15, 2010. There will be one ceremony for all colleges. The ceremony will include a student speaker and a reception will follow in the Dome. A rain plan is available. The Broken Arrow ceremony will be Monday, May 17, 2010 at the Union Multi Activity Center. This also will be one ceremony with a student speaker. Each college needs to identify a Gonfalon carrier for each ceremony.

Worker's Compensation – Dr. Christee Jenlink, Interim Dean Broken Arrow campus

Dr. Jenlink proposed to use the Injury Report form that was distributed to the Council. The bottom section of the second page is the area for the supervisor's signature. The report can be forwarded without the signature. It was suggested to add "or designated as appropriate" to the signature line. The person responsible or designated must go through training. Filing the report in a timely manner is important.

Online Catalogs – Dr. Janet Bahr, Associate Vice President for Academic Affairs

The updates to the catalog are due May 1st. Please do not wait to do the updates, because each update goes through a notification. Please check the curriculum minutes to make the necessary updates to the catalog.

Contacting the Regents – Dr. Janet Bahr, Associate Vice President for Academic Affairs

Dr. Bahr reminded the Council of the protocol in contacting the Oklahoma State Regents for Higher Education. Individual contact is not encouraged. Communication to the Chancellor and staff should go through the appropriate Vice President.

Travel – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

The recent travel form is an approval form. Travel arrangements should not be made until the travel is approved. After approval, a copy should be returned to the person requesting the approval and should be attached to the travel reimbursement form.

Degree Audit Report System – Mr. Bill Nowlin, Dean Enrollment Management

The DARS system will be implemented in the fall. Janet Kelley will serve as the DARS specialist and Will Gyllin from C&T will help facilitate the implementation. Training will take place. In order to make DARS successful, a commitment will be needed from each academic unit. Each academic unit will need to indicate someone responsible for the DARS program in their unit. This person will be responsible for the communication to be passed on to chairs and others. It is suggested this be an assistant dean. Each degree plan must be approved by the department and

entered into DARS. All faculty advisors will need to be trained. The DARS program will be available to current students January, 2011 and possibly available to potential students.

Performance Evaluations/Coaching Model Overview – Dr. Martin Tadlock, Provost

Two evaluation tools were dispersed to the Council for review. One of the evaluation tools was the evaluation survey used in the College of Science and Health Profession. The other tool was a document submitted by Dr. Tadlock, 360 Degree Development Evaluation. The Council preferred a combination of these tools. The evaluation will be due in June and can be completed before then. This tool will be available to the faculty for the use of one year and then a decision can be made to continue and/or change the evaluation. A motion was made by Dr. Kay Grant to propose using an evaluation tool that consists of a modified version of the Science and Health Professions survey. This survey will be submitted to faculty and staff and submitted to three peer evaluators. The evaluation will also consist of a reflective narrative including goals and initiatives, and the survey conducted by Faculty Council. Dr. Venneman made the second. The motion passed. Three parallel forms will be created. The university's survey software, Checkbox, will be used for the survey portion. Dr. Jackson will work with CTL and C&T to put this into format for electronic distribution. The availability of the evaluation's compiled data will be determined at a later time.

Family Weekend Cookout – Dr. Martin Tadlock, Provost

This weekend will be April 24th. People are needed to help cook and serve hot dogs at 11:30 a.m.

Article: Express Lane to B.A. – three year degree – Dr. Martin Tadlock, Provost

NSU could consider moving toward a three year format. This will need to be considered by the Council for more conversation.

Other Business

NSU and Student Financial Services is in the process of changing to a direct lending institution. The Financial Aid packages are still manually packaged, so this is a very tedious process.

Dr. Tadlock informed the Council that two shared drives on the NSU computing systems are available for Academic Affairs use. One drive is a read only and the other drive is a read/write drive. Also, the Council should consider using Skype.

Dr. Phyllis Fife invited all to the American Indian Symposium next week. She requested that the deans encourage faculty and students to attend. Input from all areas is invited.

Deans Meeting

Faculty Load Report – Dr. Janet Bahr, Associate VP for Academic Affairs

The Faculty Load Report for spring 2010 was distributed to the deans.

Graduate Course Loads – Dr. Tom Jackson, Assistant VP and Graduate Dean

The Graduate Council has proposed that a three hour credit graduate class be equal to four hours of load. This would pertain to faculty with graduate status. The Council also proposed to increase graduate faculty status; to increase graduate class sizes by one student and to include quality capstone experiences. The deans would be responsible for managing the faculty's load for the academic year and summer. The term of graduate faculty status will increase from three years to five years.

Position Update on New Request and Budget – Dr. Tadlock, Provost

It was requested that each of the deans schedule a meeting to meet one on one with Dr. Tadlock regarding new positions. New positions must be created in order to grow programs. Academic Affairs is relying on the deans to facilitate the strategic growth.

The Broken Arrow white paper proposal was supported by the Faculty Council.

Dr. Tadlock asked the Council to consider the investment of Technology Fee funds for ITV classrooms. The Council recommended that they did not support the funding for ITV classrooms. It was suggested to invest in other deliver methods.

General Education Advising – Dr. Martin Tadlock, Provost

It has been recommended by the General Education committee to create a position for a General Education Coordinator. This person would be responsible for facilitating the new general education curriculum and teaching the capstone courses.

Tiering Application – Dr. Martin Tadlock, Provost

Dr. Tadlock recommended using a three tier system when conducting employment searches. The three tiers would be accordingly: 1) interview 2) more investigation, 3) unacceptable. There is a need for clarifications from Human Resources on if and how this can be done and how notification is made.

Futures Institute Information – Dr. Tadlock, Provost

This will be a two part process consisting of consolidating or eliminating duplicate outreach efforts and to move towards the initiatives of the regional economic development. Dr. Jim Phillips will facilitate the Futures Institute.

The State budget does not look good. There could possibly be a reduction in the budget. Deans were encouraged to add classes to summer and fall semesters.

Other Business

Academic Affairs Fellowship – Dr. Janet Bahr, Associate VP for Academic Affairs

The fellowships in Academic Affairs have been created. Faculty will have an opportunity to apply for a half time position in the Office of Academic Affairs. The position would be half teaching and half administration. An email will be sent out requesting submission. The applications are due May 17, 2010. The fellowship will begin August 1st for one semester.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, May 5, 2010

The Council of Academic Administrators met on May 5, 2010 at 1:30 p.m. in the CASE Conference room. The following attended: Dr. Janet Bahr, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Mr. Brian Searcy, Dr. John Schleede, , Dr. Martin Venneman, Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Mr. Bill Nowlin served as the facilitator for the meeting. He introduced Mr. Brian Searcy, Coordinator of Student Success & Second Year Outreach, as the staff representative. Dr. McElroy made the motion to approve the minutes of the last meeting. Dr. Venneman made the second. The motion passed.

Reminders/Upcoming Events

Rachel Farinelli distributed dates for the Strategic Planning Work Group and encouraged all to attend.

NSU Undergraduate Research Day – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Dr. Tadlock presented the idea to move Undergraduate Research Day to an all-day event and suspend classes for everyone to attend. It was suggested to allow students who present at Oklahoma Research Day to present at NSU Research Day. Dr. Schleede requested a definition of what could be presented. Projects, service learning, and liberal arts presentations will be considered. Dr. Venneman made the motion to pass the following recommendation to the Undergraduate Research Day committee; expand Undergraduate Research Day and increase the level of participation of students, faculty, and staff. Dr. Collins made the second. The motion passed.

Professional Development – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Dr. Tadlock recommended adding professional development days to the academic calendar. Dr. Venneman made a motion to begin the academic year one day earlier to accommodate a professional development day. The motion died for a lack of a second.

Event Calendar – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Please consider moving events from the last part of the semester or consider consolidating events, so the end of the semester is not so busy. Please send a list of events with dates that you are responsible for, during the last weeks of the semester, to the Office of Academic Affairs.

Textbook Rental – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

A textbook rental program will be available next year. Please inform students that this program is to help reduce student's cost. A three year textbook adoption plan will help this program be successful.

Administration Evaluations – Dr. Tom Jackson, Asst VP for Academic Affairs & Graduate Dean

The 360° Evaluation survey is now available in Checkbox. An individual URL will be assigned to each person. This link can be sent to your faculty/staff and the three peer evaluators for their evaluation. The availability of the evaluation's compiled data will be determined at a later time.

Copyrighted Material Plan – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Dr. Tadlock distributed a letter from Attorney General, Drew Edmondson, regarding copyright policy. NSU does have a copyright policy that is available in the Faculty Handbook. Dr. Grant made the motion that Dr. Bahr, Dr. Jackson and Dr. Tadlock review the policy to clarify that it meets the guidelines. The policy will be updated accordingly. Dr. Denise Deason-Toyne made the second. The motion passed.

President's Council Update – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs
Dr. Tadlock distributed a document that identifies the University priorities defined by UPG and the Cabinet for next year. Please review the document and check the priorities for next year.

Budget – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

There could be a possible 3-5% reduction in the state budget for next year. Please draft a 3% and 5% reduction budget for your college and departments. The reduction decisions can be selective and it does not have to be across the board. This may be implemented July 1st.

Academic Council Summer Dates

The Academic Council will meet Wednesday, June 2nd, Wednesday, July 7th and Monday, August 9th at 1:30 p.m. The June 2nd meeting will be in A117.

Deans Meeting

Wait List – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

A clarification of the wait list process needs to be determined, in particular, the process at the Broken Arrow campus. A person needs to be identified that will be responsible for the wait list. This person should communicate with the chairs the status of the wait list. New chairs need to be reminded of the wait list process. A recommendation was made by the Council to suggest the College and departments be responsible for their wait list. The recommendation will be submitted to the Deans' Council for approval.

Declaring Majors

With the implementation of DARS, it is critical to be very prompt when declaring a major and all changes to the programs must be made promptly.

Hiring With Tenure

Dr. Tadlock questioned the Deans about their opinion on hiring faculty with tenure. The Deans agreed to determine tenure on an individual basis with approval from the Provost and President.

Off Campus Degree Completion Programs

Three programs are planning to launch their Off Campus Degree Completion Program. These are revenue sharing programs. The programs are Criminal Justice, Human and Family Science and Health Care Administration. An advisor position has been created for each program and hiring will begin. Only online fees may be applied to the students' cost; on campus fees cannot be applied.

Internship/Career Services

The Career Service Center needs to be more integrated into our student's life from the beginning. A staff person is needed to help facilitate internship opportunities through the Career Service Center. Funding has not been found at this time. The staff person would not only foster internships opportunities but would be a relationship builder with employers.

Summer Retreat Dates

The Deans summer retreat will follow the President's retreat. Most likely it will be June 23rd or 24th. (President's Retreat, June 22 at 12 p.m.-June 23 at 12 p.m.; Deans' Retreat, June 24, 9 a.m. -2 p.m.)

Deans Responsibility

It is the Dean's responsibility to communicate with the department chairs, faculty and staff. Please send needed information to those that need it. Check the effectiveness of your communication pathways. There is now a link on the Academic Affairs website that leads to the shared drives that contain documents, minutes and other information from Academic Affairs.

Other Business

Dr. Venneman distributed a spreadsheet that contains the College of Science and Health Professions' online general education courses. Dr. Venneman will make this available electronically to all the deans.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, June 2, 2010

The Council of Academic Administrators met on June 2, 2010 at 1:30 p.m. in Administration 117. The following attended: Dr. Janet Bahr, Ms. Amanda Chapelle, Dr. Sheila Collins, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Louis White for Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Michele Welch for Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Dr. Mike Chanslor for Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Sheila Collins served as the facilitator for the meeting. She introduced Ms. Amanda Chapelle, Staff Assistant, as the staff representative. Dr. Venneman made the motion to approve the minutes of the last meeting. A correction to the minutes was made. Under reminders and upcoming events, the Strategic Planning Work Group should be referred to as the Regional Strategic Planning Work Group. Mr. Nowlin made the second. The motion passed with the correction.

360° Evaluation Progress – Dr. Tom Jackson, Asst VP for Academic Affairs/Dean, Graduate College

The original evaluation survey did not include a blocking variable, therefore the data is contaminated. The survey cannot be separated by faculty, staff or peer. The data is combined. The council has the option of a second survey with a blocking variable that can be distributed to peers or continue to use the existing survey and data. All evaluations are due June 15th. Please schedule an appointment with Dr. Tadlock between June 15th and June 30th to review the evaluations.

International Update – Dr. John Schleede, Dean, College of Business & Technology

NSU has entered into a partnership with Dr. Narasinga Rao, dean emeritus at UCO, and the MIRAGE Educational Group for the purposes of recruitment of international students from India. Several agreements with MIRAGE are currently pending: one is to offer the MBA program at a satellite facility in India; another is to recruit a cohort of students for next summer where our faculty will teach there and the following summer at NSU (this would possible include students majoring in commercial design and biochemistry programs, as well as business); and finally, a standard student recruitment contract with MIRAGE has just been approved by the President. A comprehensive agreement with CIBT (China) is also nearing completion. Under this agreement NSU will offer pre-MBA courses as well as a traditional 2+2 program in a variety of disciplines. Nine undergraduate students from Vietnam are currently studying in the ESL program on campus. Students will start their BBA program in August. These students are transferring from various programs of Northcentral University (AZ) that were sponsored by several universities in Vietnam.

Event Calendar – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

If you have not submitted your event list for the last weeks of the spring semester, please do. An effort will be made to reduce and consolidate these events.

HLC Plans - Dr. Janet Bahr, Assoc VP for Academic Affairs

The HLC committee is ramping up for the self study. Plans have been made for campus involvement; fun things.

The Assessment Academy application has been submitted. The Assessment Academy is a four year project consisting of mentoring and consulting to enhance student learning outcomes. The change in our general education curriculum will provide the opportunity to conduct an empirical study to compare the new general education requirements to the old general education requirement using the Assessment Academy's resources.

UPG Role Update – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Dr. Tadlock distributed a handout regarding the University Planning Group. The Council is to look over the document and provide edits and suggestions. Please send all updates to Dr. Tadlock.

Decision Making – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Dr. Tadlock distributed a document regarding annual reviews. This document should be considered when deciding the goals for next year. This document should also be used for the year end annual review by applying the questions to the previous year and the next year. It is important to provide opportunities for shared input and to provide means of communications. Decision making is important to planning.

Budget – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

The budget that will be presented to the Regional University System of Oklahoma will include a 1.7% reduction from the state, a tuition increase of 5% and a total increase of 7.44% including fees. Money has been set aside to offset the stimulus money that will be eliminated in 2012. Plans are underway for a multipurpose arena and a wellness center.

Center for Teaching and Learning Update – Mr. Kip Finnegan, Coordinator

The Center for Teaching and Learning is experiencing changes. A steering committee has been formed to support and guide the staff. Smart Thinking will be available to students on a one year trial. This is an online tutoring service. Quality Matters will be available to faculty for online course evaluation. Training is available for faculty. A variety of disciplines are needed.

Selection of Assistant VP for Teaching and Learning Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

There will be a restructure of areas with new job descriptions for the Center for Teaching and Learning.

New ITV methods are being evaluated. A desktop method has been considered. It is a student/teacher focus. This is just in the planning and design phase. The stipend for online course development has been increased.

Academic Council Update - Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Please consider ways to update the council of what events are happening in your colleges. One suggestion was to create bullet points of the highlights in your college and send electronically before each meeting.

Deans Meeting

Grants and Contracts – Tom Jackson, Asst VP for Academic Affairs/Dean, Graduate College

There have been 54 proposals submitted this year. This is the highest amount submitted. Deadlines can be missed when there is not a prior notice, with this many proposals. Deans need to communicate all proposals to the Office of Research and Sponsored Programs. This would ensure a more timely approach to each proposal. There has been a federal increase in indirect costs in salary and wages. A grant writer will be hired in the future.

Off Campus Degree Completion Program – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs This is a cost recovery program. Three more programs are needed for next year. The programs need to be put in an accelerated format and offered at a two year community college.

Summer Funding Model – Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

This budget model will provide revenue sharing from the summer proceeds. We are starting the process with this year's summer budget and will put this model in place next year. The colleges will be responsible for budgeting for their summer instruction. All proceeds left from the net will be split between the university (60%) and the college (40%).

Tenure and Promotion - Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Dr. Tadlock distributed a handout with the proposed policy by Faculty Council regarding tenure and promotion. A sub-group from the Faculty Council was formed to revise the policy. This proposal will go to the Faculty Council and then to the Academic Council for final approval. The Deans expressed that this policy could be in conflict with the individual college policies.

Academic Prioritization Process - Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

This is due September 1, 2010. The results will be put into graphics in order to display and compare programs. It is hoped to see emerging themes of our strengths through this process.

Retreat Agenda - Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

Please send a list of proposed agenda items to Monica.

Wait List - Dr. Martin Tadlock, Provost/Vice President for Academic Affairs

The policy of the wait list, to be controlled by the college, needs to be submitted to the Chairs Council for implementation.

The last three items on the agenda are reminders.

Dr. Tadlock reminded the Council to reinforce empowering people and to include everyone in decision making.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, July 7, 2010

The Council of Academic Administrators met on July 7, 2010 at 1:30 p.m. in Administration 117. The following attended: Dr. Janet Bahr, Ms. Barbara Brown, Dr. Sheila Collins, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Ms. Susan Perry, Dr. John Schleede, Dr. Pam Hathorn for Dr. Martin Venneman, for Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Janet Bahr served as the facilitator for the meeting. She introduced Ms. Susan Perry, Secretary in Academic Affairs, as the staff representative. Dr. Giese made the motion to approve the minutes of the last meeting. Dr. Collins made the second. The motion passed.

Performance Evaluation Process – Dr. Tadlock, Provost

There needs to be clarification on the performance evaluation process. The evaluation should consist of peer evaluations, a strategic plan and personal goals for next year. After each evaluation, Dr. Tadlock will follow-up with a letter summarizing the evaluation. The letter will be sent to each person before it is sent to the President. Dr. Tadlock proposed to continue the 360° Evaluation for the next three years.

The annual report is no longer necessary. Dr. Tadlock proposed combining the annual report with the strategic plan. The university strategic plan contains seven university goals. The college or department strategic plan should align it with the seven areas of the university strategic plan. Choose two or three goals for your area to focus on in the coming year. This should be reported on throughout the year.

Professional Hour – Dr. Tadlock, Provost

It has been suggested to have one hour a week when there are no classes to be used as a professional hour. This hour will be used for student groups, committee meetings or faculty work group meetings. It was suggested to consider the hour on a Monday, Wednesday or Friday because more students are available. The council is to begin discussions about the professional hour and then the logistics will be considered.

EMT Automatic Withdrawal Policy – Dr. Bahr, Associate VP for Academic Affairs

There has been a proposal to change the Administrative Withdrawal policy. The proposal is to divide the administrative withdraw policy into 2 different groups of students, a administrative withdrawal and a non-attendance withdrawal. Dr. Bahr made the motion to approve the proposed change. Dr. Schleede made the second. The motion passed. The new policy will be updated in the university catalog.

Room Scheduling – Dr. Bahr, Associate VP for Academic Affairs

A spreadsheet has been created to facilitate room scheduling. The room schedule should be the responsibility of one person for each college. All overrides will be done in Academic Affairs and all room changes need to be sent to Academic Affairs. The spreadsheet will be available for all to view.

Faculty Load Report Summer 2010 –Dr. Bahr

Dr. Bahr distributed the summer preliminary enrollment reports and the faculty load reports.

Other Business:

Dr. Jackson encouraged participation in Oklahoma Research Day which will be held at Cameron on November 12, 2010. It is important for NSU to make a strong showing. A bus will be available for transportation.

Dean's Meeting

Associate/Assistant Dean- Dr. Tadlock, Provost

Dr. Tadlock would like to clarify the difference between an Associate and an Assistant Dean. Many agreed that the difference is in the scope of responsibilities. If you feel someone is inappropriately categorized let Dr. Tadlock know.

New Faculty Orientation – Dr. Jackson

The New Faculty Orientation will be held August 10th. The agenda has not been finalized at this time. It will focus on professional development as well as information provision for the new faculty. Deans are invited to the luncheon. The mentoring program will be implemented soon, but it is unlikely for this fall. Dr. Bahr encourage new faculty to be told about the advising process.

Adjunct Hiring Process for BA – Dr. Jenlink

Broken Arrow will help facilitate the hiring of adjuncts for the BA campus. Please communicate with BA and let them know that an adjunct is coming and the paperwork that needs to be completed.

The Regional University System of Oklahoma Board will be on the Broken Arrow campus on July 28 and 29, 2010.

Other Business:

The Indian Capitol Technology Center is working with Connors on the transfer ability of courses. Dr. Bahr said the transfer hours from Connors are significant. We are also working with Job Corp to put Job Corp students in a learning environment through employment.

The Oklahoma Creativity Forum registrations need to be done before the fall semester for faculty and students.

The Oklahoma Citizenship Academy is a statewide leadership program sponsored by the Oklahoma Community Institute. Please provide names of people that are interested in this program. Registration will be paid by the college. Dr. Tadlock will send a packet of information to those that are interested.

A faculty meeting will follow the campus wide meeting on August 11th. This meeting will focus on support services.

Please consider a 75 minute base for class schedules in the future.

Consideration needs to be given to faculty with excessive advising loads.

Dr. Tadlock reminded the deans that the retention rate is critical. Service and the quality of service they receive is what retain students. Please consider new ideas for freshmen retention.

Agenda
Council of Academic Administration
August 9, 2010

Approval of previous minutes

Reminders/upcoming events

New Faculty Orientation	August 10, 2010; 8 a.m. Webb Tower Room
Open Fall Meeting	August 11, 2010; 8:30 a.m. UC Ballroom
Fall Faculty Meeting	August 11, 2010; 11 a.m. UC Ballroom
Fall Staff Meeting	August 11, 2010; 11 a.m. Webb Auditorium
Fall Semester Begins	August 16, 2010

Significant Moments

Discussion/Decision Items

Schleed		Growing Your Own	Handout distributed via email
Tadlock		Running Your Area Decision making process Reporting lines vs. chain of command vs. back doors, etc Budgeting	
Tadlock		IPad Classroom Projects	
Tadlock		Committee Notes & Minutes Folder	
Tadlock		Review Start Plans	
Tadlock		Personnel Planning for Next Year	
Tadlock		Update University Planning Goals/Assignments	
Barnett		New Faculty Orientation	
Tadlock		Campus Wide Opening Meetings	
Giese		Update Asst VP for the Center for Teaching & Learning	

Other business & round robin

Moment of zen

Move to Provost/Deans' Meeting

Discussion/Decision Items

Who	Time	Item and Key Points	Follow-up
Jenlink/McEroy		Branch Campus Student Information Form Adjunct Hiring Process	Document distributed via email
Bahr		Room Scheduling	
Jackson		Boyer Model	
Tadlock		Updates on the following: Change flow chart: Grant Service cards: Tadlock Non GPA awards: Tadlock Room scheduling: Bahr Online task force: Barnett Quality branding: Tadlock International experiences for all students: Grant Muskogee computers: McElroy Creativity forum: Tadlock	
Tadlock		Programming : College for extended learning programs No new without letting go Interdisciplinarity Phase out or revise delivery Off campus programs	
Tadlock		Red balloon project and AASCU	
Tadlock		Retention	

Other business:

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, August 25, 2010

The Council of Academic Administrators met on August 25, 2010 at 1:30 p.m. in Administration 117. The following attended: Dr. Janet Bahr, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Phyllis Fife, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Pam Louderback, Faculty Council Representative, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Ms. Margie Railey, Staff Representative, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Tom Jackson served as the facilitator for the meeting and conducted the meeting according to Quaker-based Consensus. A clarification to the August 9, 2010 minutes meeting was made. There were a total of two candidates for the Assistant Vice President position. The minutes were approved by consensus.

Reminders and Upcoming Events

Oklahoma Research Day is November 12, 2010.

Academic Council

Northeast Oklahoma Regional Summit

Dr. Grant asked if there was any organized effort to attend the Northeast Oklahoma Regional Summit. Dr. Tadlock indicated it was not an organized event.

Question Behind the Question

There are three things to ask when there is a problem, an issue or concern: how, what, and what action. Dr. Tadlock would like to change the thinking on campus. We all have a stake and a responsibility towards resolutions. We all have a sense of ownership to help. We must become part of the solution.

Dr. Schleede suggested bringing the author to the campus to speak.

Creativity Forum

The committee is soliciting ideas for the booth and displays. The list of attendees is on hold for now. The details will be defined and attendees will be determined. A list will be updated.

Staffing Needs 2011-2012

Please submit your staffing needs to the Office of Academic Affairs by the end of September. This should be a tentative list for next fiscal year, 2011-2012. Please put this list in priority order. The open positions should have searches underway early. Consider temporary positions in temporary funding for staffing needs.

A retreat will be held in October.

Academic Calendar

Dr. Bahr presented information on the academic calendar. The purpose is to work in one professional day for faculty, staff and students. The Council was reminded that the New Faculty Orientation will be August 9, 2011, and the General Opening Meeting will be September 10, 2010. NCATE will be October 2-4, 2011. A professional day will be defined as no class. It will be used for faculty and staff development. Please put before the Faculty Council. Deans, please share with others. Please provide feedback by next week. A date for the professional day will need to be determined.

Academic Council Meeting Dates

The Academic Council meeting will be scheduled for 1:30 p.m. on Wednesday. Please consider the Broken Arrow Chamber meeting and Dr. Deason-Toyne's teaching schedule when determining the meeting schedule. If you are not available to attend the meeting please send a representative.

Other Business

The itinerary for the Assistant Vice President for Teaching and Learning has been dispersed. A luncheon has been scheduled for the Council.

Dr. McElroy informed the Council of a pre-bid meeting with Connors next week.

Dr. Jackson will be scheduling a celebration and recognition event for successful grant writers.

Dean's Council Meeting

Degree Plan Consistency, Catalog, DARS, SmartChoice

Dr. Bahr reminded the Council that the implementation of DARS was taking place. It is important to update all degree plans, especially the online catalog. All degree plans should be consistent and the catalog will serve as the official document.

Dr. Bahr reminded the Council that course delivery method for current classes should not be changed, such as a face to face class changed to an online class. These changes should not be done after the beginning of the semester.

Please cancel all zero enrollment classes for the fall semester.

An email will be distributed next week that will remind faculty of the administrative withdrawal policy.

College for Extended Learning Update; Off Campus Degree Programs Update

The proposal for the College of Extended Learning will be presented at the Regional University System of Oklahoma board meeting next month. Please consider programs that will fit in this college or revamping programs to fit. There are currently 24 students enrolled in the Health Care Administration off campus degree completion program, 22 students in the Human and Family Sciences program, and 28 students in the Criminal

Justice program. These programs have been coded by the location site for the off campus degree completion courses. Please enter courses with appropriate location code.

Retention Efforts/Advising

We will retain 61-62% of our students this year. NSU is located in the middle of the RUSO retention rate scale. Nationally, we are where we should be according to our student population. Our Native American students are at 50% retention rate. We are not out of line with our peers.

Red Balloon Project

Association for American State Colleges and Universities (AASCU) will be doing a Red Balloon Project regarding the transformation of higher education. The Council needs to discuss this as a group and decide what NSU can do. These ideas will be forwarded to AASCU.

Role of Department Chair

There is a two-page section in the faculty handbook regarding the description of a department chair. The roles and responsibilities are defined. The Deans should discuss the expectations with the department chair. Please make sure the department chair understand the faculty handbook. The department chair should serve as a liaison between the faculty and administration.

Promotion and Tenure Discussion

The Deans should bring a list of faculty that will apply for promotion and/or tenure this fall to Dr. Tadlock for discussion after September 30.

Update

Dr. Grant will send a flow chart of the process of curriculum changes to all for an example. This can be applied to many of the processes used at NSU.

The service cards have been distributed. Secret Shoppers will be visiting different areas of the campus to provide feedback on the services offered at NSU. These secret shoppers will be on campus in a couple of weeks.

Dr. Tadlock is working with Laura Boren to address the Non-GPA awards. The REC (Riverhawk Engagement Committee) will handle this.

The room scheduling grid is available on the shared drive. There have been positive comments regarding the schedule. Please remember that the file cannot be kept open.

The Online Task Force will meet this Friday for the first time.

We are moving towards “quality branding”.

International experience for all students was tabled.

The Muskogee campus does not have enough computer labs. A quote has been obtained for new computers. Muskogee is also looking into a mobile lab.

Other Business

Please consider the exact days needed when scheduling computer labs and blended classes on the Broken Arrow campus. Please do not schedule rooms for an entire

semester when only a few days are needed. The proof schedule does not have dates for blended classes.

The “Growing Your Own” proposal is based on the condition of funding through the Academic Affairs budget. The search should clarify the position is available to someone without a terminal degree. Adjuncts should be considered. The proposal will only be available in the agreed upon disciplines.

Dr. Tadlock emphasized the need to follow policy, procedure and protocol.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, September 15, 2010

The Council of Academic Administrators met on September 15, 2010 at 3:30 p.m. in Administration 117. The following attended: Dr. Richard Carhart, Dr. Sheila Collins, Ms. Rachel Farinelli, Mr. Kip Finnegan, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Ms. April Ozmet as staff representative, Dr. Doug Penisten, Dr. Dan Savage for Dr. Denis Deason-Toyne, Dr. John Schleede, Dr. Martin Venneman, Dr. Mike Chanslor for Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Ms. Rachel Farinelli served as the facilitator for the meeting. Ms. Farinelli made a motion to approve the minutes from the September 15, 2010 meeting. Dr. Giese made the second. The motion was approved.

Dr. Jackson reminded the Council that proposals for Oklahoma Research Day are due October 4, 2010.

Academic Council Meeting

Non-immigrant Hiring Process, Dr. Martha Albin, Director of Human Resources

Dr. Albin informed the Council of the NSU policy of employing non-resident aliens. Non-immigrant faculty have financial obligations. The process for H1-B visa or a permanent change of status has grown in cost and requires the assistance of an attorney. The document for this procedure has been sent electronically. When non-immigrant faculty are hired, it needs to be clearly stated what NSU will be responsible for and assist with during employment. NSU's obligation is to pay the filing fee to obtain a current visa. The visa is good for three years and renewable for three more years. The employment of a non-immigrant must start with recruitment. The position must be advertised in a printed national magazine or venue. Most of these types of hires are for students with an F1 visa and they have one year to secure a visa or leave the country. The guidelines need to be clear with the applicants, so they have full knowledge of the procedure. An H1-B Visa is transferrable. These recommendations will be presented to the President's Council for approval. The policy will then be reviewed by the Policy Review Committee.

All policies and changes to policy will go before the Policy Review committee. The policy must have the signature of the appropriate Vice President to be presented to the committee.

Computer Lab Request at Broken Arrow, Dr. Christee Jenlink, Dean, NSU Broken Arrow

Please have all requests for computers labs in before the beginning of the semester, due to the fact that there are not enough Broken Arrow computer labs to accommodate all requests. If a requests comes after the semester begins, the answer will be no.

Performance Reviews/Course Evaluations, Dr. Martin Tadlock, Provost

Dr. Tadlock made the recommendation to make administrative performance reviews available to the public through the Academic Affairs website. This suggestion was a result of a meeting with senior faculty. It was also suggested to make faculty evaluations available to students. The course evaluation should be open and accessible to students. This recommendation will be discussed by the Faculty Council. Dr. Tadlock asked for thoughts and suggestions. It was suggested to have the quantitative results available without the comments. Dr. Giese will check how the evaluations can be manipulated to be summarized and formatted for posting electronically.

Other Business

Dr. Janet Bahr distributed the Preliminary Fall Enrollment Reports.

Dr. Tom Jackson informed the Council of a banquet to recognize grant and extramarital funding effort.

There will be a multi-agency disaster drill on October 26, 2010. This will include NSU, Fire Department, Police Department and the community.

Dr. Giese presented the Zen for September 15.

Dean's Council

Adjunct Budget for Spring, Dr. Martin Tadlock, Provost

The adjunct budget for spring will be due at the end of September, along with the staffing needs for next year. There is a concern for the budget in the next two years.

Shared Governance Definition, Dr. Martin Tadlock, Provost

The Faculty Council will begin discussion regarding the definition of shared governance. The Faculty Council will provide principles and definitions. Dr. Tadlock requested the Deans' ideas on this subject.

Change Process, Dr. Martin Tadlock, Provost

The University is going through a change process. This can cause anxiety and odd behaviors. Please address the concerns of your faculty by intervening and mediating early.

Promotion and Tenure, Dr. Martin Tadlock, Provost

Faculty Council has developed a draft of guidelines for promotion and tenure. Faculty Council welcomes comments on the draft. Deans were encouraged to give their thoughts and comments. This is additional guideline and is not the intent to replace the Boyer Model. The Boyer Model expectations draft developed by the Deans will provide clarification to the Boyer Model. Dr. Jackson will forward a copy of the draft to the Deans.

Dean's Retreat Academic Prioritization, Dr. Martin Tadlock, Provost

The Deans retreat will be November 29th at the Broken Arrow campus from 9 a.m. to 3 p.m.

Senior Faculty Questions and Discussion Dr. Martin Tadlock, Provost

Class size is the Department Chair and Dean's responsibility. The average class size across the college should be 25.

Decision making should be open and collaborative and provide opportunity for input.

Mentoring and professional development are a primary responsibility of the senior faculty to the Junior faculty. This is a very basic responsibility.

Advising is another very important responsibility of the faculty.

Grow Your Own Dr. Martin Tadlock, Provost

The amount of \$25,000 will be allocated for this program. The source has not yet been determined. The money will be available to market sensitive areas and hard to find fields. A three year commitment will be required of faculty that have been hired and supported financially to complete their degree. The process has been defined. An application is needed.

Other Business

Dr. Martin Venneman distributed flyers for the Eastern Regional Health Care Summit to be held on the Muskogee campus on September 23, 2010. The College of Science and Health Professions has received grant of \$623,000 to remodel the OSBI building.

The Deans agreed that faculty who had received years of credit toward promotion and tenure could request to postpone their application for promotion and tenure.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, September 29, 2010

The Council of Academic Administrators met on September 29, 2010 at 1:30 p.m. in Administration 117. The following attended Dr. Sheila Collins, Ms. Rachel Farinelli, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Dr. Pam Louderback as Faculty Council representative, Mr. Bill Nowlin, Ms. Alissa Douglas as staff representative, Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Dr. Mike Chanslor for Dr. Paul Westbrook, Ms. Jami Wright, and Dr. Martin Tadlock; Chairman.

Dr. Phyllis Fife, Director of the Center for Tribal Studies, served as the facilitator for the meeting. Dr. McElroy made a motion to approve the minutes from the September 15, 2010 meeting. Dr. Schleede made the second. The minutes were approved.

Academic Council Meeting

Computer Assisted Telephone Interview Lab (CATI), Dr. Martin Tadlock, Provost

The CATI Lab is available for all to use. A Graduate Assistant has been put in place to help with scheduling of the CATI Lab. Please contact Laci Craig for details.

Textbook Discussion, Dr. Martin Tadlock, Provost

The Oklahoma State Regents for Higher Education have purchased software to support a buy, sell, and trade book program, Text2Trade.

Fall Commencement, Dr. Martin Tadlock, Provost

A Friday commencement for the College of Education may conflict with other events in Tahlequah. The Tahlequah Christmas parade is scheduled for the same date, December 10th. The commencement exercise will be moved to Saturday. A student speaker will be needed for all three ceremonies. A faculty speaker will need to be identified for each ceremony. The faculty speeches should be ten minutes; the student speech should be five minutes. Each college should make a decision regarding the faculty speaker and bring it before the Academic Council. Enrollment Management will handle student selection.

Note - This has changed since the Academic Council meeting took place. The College of Education will hold a commencement ceremony on Friday, December 10, 2010 at 5 p.m.

Other Business

The search for the Assistant Vice President for Teaching and Learning has failed. Negotiations for an Interim Vice President will begin. Please contact colleagues who are interested in this position.

The DaVinci Institute Forum was held this week. It focused on the new normal in higher education. The Council needs to read what is happening in the higher education landscape, nationally and internationally. Encourage faculty to learn more about the future of higher education. This can be done through reading or attending webinars and conferences.

The date for the multi-agency disaster drill has been changed.

The Library is gathering data for a project to create an information commons area. A link will be sent to access the survey. Please encourage all to reply.

Dr. Grant would like to present more information regarding the Digital Measure software used in the College of Education. The software can help faculty manage the information important to tenure and promotion according to the Boyer Model. One example is information can be queried and formatted into a resume.

The River Hawks Center for Creativity and Innovation is accepting applications from students for \$5000 in funding for The Student Business Incubator program. The program will support students in developing and growing their business idea. The information regarding applications will be sent Friday. The top five will be funded.

Dean's Council

Promotion and Tenure, Dr. Martin Tadlock, Provost

The Deans should submit a list of faculty that will be applying for promotion and tenure with the anticipated outcome. Also, review the Faculty Handbook for the three year post tenure review process and bring ideas of what should be addressed or changed in this process.

Growing Our Own Program, Dr. Martin Tadlock, Provost

The final draft was distributed to the Deans. The criteria for the use of this program were approved by the Deans. The criteria will be in the following order:

1. Market
2. Diversity
3. Program Needs
4. Priorities
5. Campus Location

Deans' Retreat, Dr. Martin Tadlock, Provost

The Deans' retreat has been rescheduled for Monday, December 6. The retreat will address academic priorities. Background information for each program should be provided. A thorough analysis of each program should be done through knowledge of the program, self-studies and future plans. This should tie in with the university strategic plan and core value statements.

College of Extended Learning, Dr. Martin Tadlock, Provost

The College of Extended Learning will provide an accelerated degree programs for adults. Each dean must consider the value of offering a program in this college. Dr. Tadlock would like program recommendations. A decision to move forward with this plan will not be made until a funding model is determined.

Enrollment Concern, Dr. Martin Tadlock, Provost

NSU needs to consider the optimal mix of students to provide NSU with a financial foundation. We need to decide our target population.

Other Business

Please provide budgets for spring adjunct needs.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, October 27, 2010

The Council of Academic Administrators met on October 27, 2010 at 3:00 p.m. in Administration 117. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Denise Deason-Toyne Ms. Rachel Farinelli, Ms. Jackie Farrow, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Ms. Suzanne Myers, Mr. Bill Nowlin, Dr. Kippi Wyatt for Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, and Dr. Martin Tadlock; Chairman.

Dr. Mark Giese, Director of Assessment and Institutional Research, served as the facilitator for the meeting. Dr. McElroy made a motion to approve the minutes from the September 29, 2010 meeting. Dr. Venneman suggested corrections to the minutes. Faculty speeches would be five minutes and a promotion and tenure list was not required, only discussion. The minutes were approved with the corrections.

Academic Council Meeting

Transfer Connections - Suzanne Myers, Director of Transfer Program

Ms. Myers proposed to the Council to change the format of Transfer Day. It was requested to do three sessions in the spring with the new format and then consider the changes. Faculty advisors would be available at the UC Ballroom at 1:45 p.m. on designated Transfer Day. There would be stations in the ballroom with laptops available for enrollment. The advisement and enrollment of the student would be done in one place. The students would then go to the CASE building to pick up printed schedule. This would also be an opportunity for students to visit student financial services, parking, and ID services. A list of students would be available to advisors before the session. Faculty advisors are encouraged to bring business cards to provide students with contact information. The Council agreed to the change in format.

Transfer of Courses/Credit for International Students – Dr. Richard Carhart, Executive Director of International Programs

Dr. Carhart requested the procedure for transcript evaluation be examined. The timeliness of this process is a major issue. The course articulation approval is done at the First Year Experience office for general education courses. The approval in the major is done at the Dean/Department Chair level. It was proposed to have one person responsible for the process of the course evaluation. The timeliness of the evaluation can influence if a student attends NSU. It was recommended that Jeff provide a revised process for course evaluation.

Shared Governance – Dr. Martin Tadlock, Provost

A definition of shared governance was distributed to the Council for input. The Council was to review the definition and give input for changes.

Other Business

Dr. Jackson informed the Council that Ms. Kathy Schoonover will resign from the position of Coordinator of Research and Sponsored Program effective November 16, 2010.

The Creativity World Forum participants will receive an email confirmation of details for attendance. A charter bus will leave Tahlequah at 5 a.m. from the UC Circle Drive on Tuesday, November 16. The bus will then travel to BA and arrive at 6:15 a.m. for pickup. The bus will leave the Cox Convention center

at 5 p.m. and travel to BA and then Tahlequah. This same timeline will be followed on Wednesday, November 17.

Academic Times information is due. The next edition will be out November 15.

Deans Meeting

Changes to Current Major Declaration Process – Mr. Jeff Walker, Director First Year Experience

Mr. Jeff Walker, Director of First Year Experience, requested permission to not use the four-part form for communication of new advisees. The communication would be sent electronically to the Department Chairs. The list would need to be reviewed periodically by the Department Chair. The new advisees would also be reported in a DARS report. The new process would send a spreadsheet with a list of students electronically to the Department Chair. The Department Chair would need to process this information in a timely manner. Jeff will send a document that outlines the process to the Deans who will forward to Department Chairs. This process was approved by the Council and will take place immediately.

2+2 Agreement – Dr. Janet Bahr, Assistant Vice President for Academic Affairs

Dr. Bahr distributed a list of 2+2 agreements with NEO and CASC. She reminded the Deans to update any changes or corrections to these majors.

Dr. Bahr informed the Deans of a letter received from the Regents. The letter reminded institutions of the guidelines in offering programs in the Tulsa area. This extends to the Broken Arrow campus. There must be evidence of student and employer demand and the productivity of the majors and graduates must be documented. We need begin to divide the number of graduates and majors between campuses.

Faculty Status – Dr. Martin Tadlock, Provost

Dr. Tadlock reminded the Deans that promotion and tenure do not apply to administrative status. You can be an administrator with tenure if gained or negotiated before appointed to the administrative position.

Budget Forum/Deans Budget Meeting – Dr. Martin Tadlock, Provost

There will be a campus wide meeting regarding the budget on Friday. A budget meeting to discuss revenue sharing budget models with the Deans and Vice President Koehn has also been scheduled. The Deans should come to the meeting prepared with recommendation for a summer model. Fees should be considered in this model. It will also be recommended to take the summer budget out of the University budget.

RTP Process Update

The Retention, Tenure and Promotion document will be updated after the Broken Arrow forum to be held this Thursday.

Other Business

All Academic Self Studies need to be in the Office of Academic Affairs.

DARS, Degree Audit Report System, will be in effect January 1, 2011. All degrees need to be in place. Dr. Bahr encouraged the Deans to please communicate any glitches as they are found. Dr. Bahr will provide a list of the degrees that are not complete.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, December 1, 2010

The Council of Academic Administrators met on December 1, 2010 at 1:30 p.m. in Administration 117. The following attended Dr. Janet Bahr, Dr. Sheila Collins, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Pam Fly, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Mr. Bill Nowlin, Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. John Schleede, Dr. Pam Hathorn for Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Louis White, Dr. Chuck Ziehr, and Dr. Martin Tadlock; Chairman.

Academic Council Meeting

Reminders/Upcoming Events

There will be reception for the College of Education before graduation on Friday. The Center for Tribal Studies will have a reception on December 3, 2010 from 3-4:30 p.m. at the Alumni Center.

Digital Measures – Dr. Pam Fly, Assistant Dean of Education and Dr. Louis White, Associate Dean of Education

Drs. Fly and White presented on the data gathering device, Digital Measures and portfolio software, Chalk and Wire. They provided the Council with handouts that indicated the tools and information the software can provide. The Deans will consider the use of the programs in each college. This subject will be revisited at the January meeting.

Performance Evaluations/Midterm Review – Dr. Martin Tadlock, Provost

The evaluation template from Human Resources does not have a numerical ranking system. There needs to be a consistency in order to measure performance. The Human Resources Office is mostly concerned with annual evaluations, but Dr. Tadlock encourages a midterm review. This should be a formal meeting with all full time employees. Dr. Giese and Dr. Jackson reported on the administrative reviews. It has been considered to have the quantitative statistics of the administration's evaluations available for public view. Dr. Jackson said that it would be difficult to get this information on the website. Possibly, a summary could be made available on the web. The evaluations could be designed in the future to make it easier for posting for public view. The faculty evaluations are available to students. Dr. Giese suggested redesigning and redefining the evaluation so that it may be published. The 360° evaluation format will be used again this spring and then every three years.

University Planning Group - Dr. Martin Tadlock, Provost

The existing UPG will be folded into the President's Council. This group will be responsible for the annual priorities and updated the strategic plan. The large group will meet twice a year and smaller groups will meet more often. This has been presented and approved by the Cabinet and will be presented to the Faculty Council. This would be the major planning group for the campus. There will be a revised copy of the handout that was previously distributed electronically.

Other Business

The DaVinci/Martin Scholars nomination forms were distributed. The applications are due January 28, 2011.

The Council was reminded that during the week before finals there would be no test or projects due. This would be in place of study days. A reminder should be sent to all faculty before finals week.

All committee meeting minutes should be available. These can be posted on the Academic Affairs shared drive.

I-Solutions has been out-sourced to help with the upgrading of the NSU website. This should be done by March. An internal group will be available to provide support to the website.

The December 15, 2010 Academic Council meeting has been cancelled.

Research and Sponsored Programs has hired a Grant Writer.

A Campus Compact Survey has been sent to the Council from Laura Boren, Dean of Student Affairs. Please turn this around quickly.

Dean's Meeting

2+2 Agreements - Dr. Martin Tadlock, Provost

Deans were reminded that they are responsible for the 2+2 agreements. This applies to new articulation, expansion, creation or updating of all agreements. The Regent's website has information on the number of graduates in associate degree programs at community colleges. Consider these numbers in determining what programs could be developed.

Cap on Add Pay-25% - Dr. Martin Tadlock, Provost

There is not a 25% of salary cap on add pays. The RUSO policy will need to be checked regarding only 1 overload per faculty. Summer salary compensations for grants will be revisited.

Course Changes - Dr. Janet Bahr, Associate VP for Academic Affairs

Changes that are made to courses after they are in the Osage system cause major problems in our systems due to the fees that are attached to courses. Deans must communicate to department chairs and secretaries the importance of better planning. This is a very big issue affecting the accounting part of the Osage system.

Academic Prioritization Retreat - Dr. Martin Tadlock, Provost

A dashboard of the program's statistics is available on the shared drive. The dashboard of all programs will be posted around the room of the retreat. Each program will receive a sticker from each Dean that will indicate; red-need to grow, yellow-sustain and blue-need revision. You will be asked to identify online programs and programs that will go to online in the next five years. There will be a list created to identify non-existing programs that are needed and there will be a list created to identify programs that will be moved to the College of Extended Learning to participate in revenue sharing. These programs should be accelerated adult programs offered through a hybrid method. All programs that are noted as needing revision will need a plan submitted in the spring and will have two years to make the program viable or the program will be eliminated. Also, please indicate three to five signature programs for marketing purposes.

DARS Implementation – Dr. Janet Bahr, Associate VP for Academic Affairs

Some inconsistencies with the interpretation of DARS policies has been found. There will need to be some clarification regarding dual majors and second bachelors and the exact degree requirements needed.

Graduate Faculty Teaching Credit – Dr. Tom Jackson, Asst VP for Academic Affairs

It has been approved to offer graduate faculty four hours of credit for a three hour course load. This can be used for one hour release time or can be banked and used at another time. Graduate faculty status can be a temporary status for two years or regular graduate faculty status for five years. This policy will be available if enrollment in graduate classes is raised by one student across the board.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, January 19, 2011

The Council of Academic Administrators met on January 19, 2011 at 1:30 p.m. in Administration 117. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Melissa Mahan for Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, and Dr. Martin Tadlock; Chairman.

Academic Council Meeting

College of Extended Learning

The request for the College of Extended Learning has been sent to the Cabinet and has been approved. The funding from strategic reserves will be used for the initial staffing this spring. A position for a marketing position and administrative assistant/ budget analyst has been approved. Next year there will be an assistant dean and an advisor/recruiter position available through funding in the net revenues. The courses will be offered at \$225 a credit hour. A MOU for each program will be created to outline the revenue sharing. Certification programs will be offered that can lead to a bachelor degree.

Travel Forms

A revised travel form will be available soon due to the Lean process. The travel form must be approved before travel. Stronger measures of the reinforcement of this policy will be put in place. This will not apply to in-state travel.

Brown Bag Lunches

Brown bag lunches will begin March 1st. These are open to all faculty and staff. These will include cabinet members and include discussion about facilities, budget and other existing issues.

Digital Measures

Digital Measures software was discussed. It was questioned as whether to offer through the university or through each college. Dr. Grant will provide the institutional cost.

International Recruiter

An International Recruiter position in International Programs has been approved by the cabinet and will be funded through strategic funds.

Other Business

Midterm evaluations and peer reviews are being conducted. A survey will be sent to your peer reviewers. It has been presented to the faculty council to make the evaluation accessible to students.

Academic Service Fees have been restructured due to the implementation of Banner. NSU is proposing to eliminate a large number of existing fees that apply to specific courses and replace those with a much smaller number of fees that will be assessed for all courses within specific colleges.

Dr. McElroy informed the Council that Dr. Donnie Nero will be retiring. He is the President of Connors State College.

Dean's Council

Cancelled Classes

Dr. McElroy requested that all Muskogee class changes, particularly a cancelled class, be communicated to Dr. McElroy. The NSU Muskogee campus will no longer sell textbooks.

Spring Commencement

The spring commencement will no longer be held in the stadium due the logistics that take place when there is a change in venue due to weather. It will need to be decided how to schedule the commencement exercises in the field house. It was determined to have the College of Education on Friday, May 6, 2011 at 7 p.m. The other Colleges will be on Saturday, May 7, 2011: 8:45 a.m., College of Science and Health Professions and College of Optometry; 11:30 a.m., College of Business and Technology; and 2:15 p.m., College of Liberal Arts. The Broken Arrow commencement will be on Monday, May 9, 2011 at 7 p.m. There will be a guest speaker at one of the commencement exercises in Tahlequah. There will be a student speaker for all exercises on the Tahlequah campus and Broken Arrow campus.

Graduate Assistant Budgets

The graduate assistantship positions and budget will be centralized to the Graduate College. The Graduate College will handle all approvals of graduate assistantships and the management of the budget. There will be a request to increase the number of graduate assistantship positions, a request to an increase wages from \$6,000 to \$7,000 and a request to decrease hours from 30 to 25 hours per week.

Graduate Faculty Release Time

Regular graduate faculty will be eligible to receive four hours of credit for three hours of course time. Only faculty with regular graduate faculty status will be eligible for this. The policy regarding the release time for graduate faculty needs to be standardized for all colleges.

Library Summer Contracts

Dr. Collins proposed to eliminate hiring nine-month faculty in the summer. This would be a salary saving of \$50,000. She has suggested this money could be used for increases for the Library faculty. The College of Science and Health Professions has increased its course load to help create funds to use for increases. Dr. Tadlock noted that retirement positions and open positions will need to be used for increases. An increase in salaries must be considered across the entire campus and has not been approved at this time.

Budget Discussion

Each area should plan for a 2-3% decrease for fall 2011. It may need to be proposed to change the faculty load to 15 hours for a standard load for one year. Notification of any faculty contract that will not be renewed needs to be done by March 1, 2011. The temporary position will be notified through the Office of Academic Affairs. Other notifications need to be done through the Dean's office. Deans were reminded of temporary positions funded through temporary monies.

Other Business

DaVinci nominations are due January 28, 2011.

Dr. Bahr informed the Deans that when Banner is implemented the course master/catalog master will be the responsibility of each college.

Program Reviews for this year will be due in March.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, February 16, 2011

The Council of Academic Administrators met on February 16, 2011 at 1:30 p.m. at the Muskogee campus. The following attended Dr. Janet Bahr, Ms. Peggy Kaney for Dr. Sheila Collins, Dr. Roger Collier, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Kay Grant, Dr. Tom Jackson, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, and Dr. Martin Tadlock; Chairman.

Academic Council Meeting

Reminders/Upcoming Events

The Curriculum and Educational Policies committee will meet Monday, 2/21 at 2 p.m. and if needed, Thursday, 2/24 at 3:30 p.m.

Non-renewal notifications are due March 1, 2011.

China and English as a Second Language

The partnership with CIBT has provided an opportunity for students to travel internationally and teach English. A college degree is preferred. An ESL certification also qualifies. CIBT will pay for the travel expense to China, housing and some portion of a stipend. If they do not pay the travel expenses to China they will pay a full stipend. This is for a full semester. Please start to identify the faculty that would fit this profile and provide the names to the Office of Academic Affairs.

Recruitment/Employment Offers

The Assistant Vice President for Teaching and Learning search has a list of five candidates. The references are being checked. The committee will meet again on February 24, 2011 to finalize the list.

Dr. Tadlock reminded the Council to please notify Human Resources through the EASI employment system when a decision to hire has been made. Please communicate all faculty hires to the Office of Academic Affairs.

American Association of State Colleges and University Report

See additional attachment for more detail.

Dr. Tadlock gave the Council a summary of the AASCU's Provost Conference he attended recently. The conference covered national information that is important to consider. There is a move underway towards a national curriculum in higher education. It will begin with Teacher Education because it crosses multiple content lines. Other colleges will be next. There is a federal push to coordinate the curriculum in the P-16 movement. They would like to measure teacher effectiveness through student learning.

All programs should have student learning outcomes. This is required by the Higher Learning Commission. Every program needs to have measurable outcomes. There should be 8-12 outcomes; two should be measurable and one should be direct. The student learning outcomes will need to be done by next March for the HLC visit. The Deans are responsible for the student learning outcomes to be in place. A common syllabi is being used for the general education courses. The Student Learning Coordinators and the Assessment Academy were put into place to help identify and coordinate the student learning outcomes.

Financial Planning for the future will need to be considered. Federal data shows that 52% of American families are “struggling”. Most people believe that public education needs to be more affordable. There will be a 4.3% budget gap projected for 2016. The current revenue models used for higher education are not sustainable.

It was questioned, “is specialized accreditation worth it?”, such as ACBSP or NCATE. Some accreditations such as ACBSP help ensure higher faculty pay. One school suggested spending its accreditation fees on actual programs.

Northeastern is doing well in the light of the information provided at the AACSB conference, compared to others. We need to re-design course delivery to be sustainable. Student growth and value added are the new mantra for the future of higher education.

HLC Self Study Update – Dr. Janet Bahr, Associate Vice President for Academic Affairs

The tri-chairs continue to meet. The preliminary/draft reports from all the HLC teams have been submitted. Drs. Collier and Reese are doing preliminary editing. They are organizing the content by criteria and identifying where there are gaps. The online resource room is ready and the completed draft will be available to all. Dr Jackson informed the Council that the Assessment Academy will have two projects posted in the resource room. Dr. Tadlock requested an HLC update be sent to the President in writing.

Dr. Bahr distributed the preliminary enrollment reports for Spring 2011

Capital Budget Process

The procedure and form were distributed to the Council. This will be used to prepare a plan for capital improvements on campus. All projects that are related to remodeling or repair should be submitted. The process will begin March 1, 2011. A walk through will be done and approximate cost of each project will be considered. The projects will be prioritized. Please submit your projects in a prioritized order when submitting for your department.

Center for Teaching and Learning Update

Wimba training will take place 2/28-3/2/2011. Wimba is an addition to the Blackboard suite. It is a flexible system especially in an online environment. Video conferencing will be available. Wimba will be available under the communication button on Blackboard. A demonstration for administration will be March 1, 2011 and then more specific training for early adapters and CTL people will take place. Wimba's name will change soon to Blackboard Collaboration Suite.

Dean's Council

Room Schedules

Dr. McElroy requested that room assignments and changes be communicated with Nancy Miller. It will be more of an issue when Connors is occupying the buildings.

Course Access Codes

Software packages or other items a student must purchase for a course must be communicated in advance to the student. These items are usually handled like textbooks.

MapWorks

Only 17% of the faculty made an entry in MapWorks. The faculty does not appear to be ready. Please continue to encourage your faculty to use this tool. This tool is especially important in the general education courses.

This conversation spurred a discussion regarding the electronic non-attendance process. Mr. Nowlin informed the Council that there has been a lack of responses from faculty regarding this procedure. He would like input on a better solution for a higher rate of responses. It is a federal requirement to report this information.

Grants and Contracts – Dr. Tom Jackson, Asst VP for Academic Affairs

Contracts must be in line with state statues and budgets must be considered. Some contracts are not going through the correct process, If policies are violated we could lose federal funding. All grants and contracts must have the pre-work and correct routing in place or the award will not be able to be accepted.

Graduate Council Update

All curriculum at the graduate level must be presented to the Graduate Council for approval. The new Ed.D. program has been submitted. It is a community based leadership degree with three options in tribal, civic and education. A "change of function" request must go to the Regents for approval in order to offer the Ed.D. It is an interdisciplinary program including Liberal Arts and Business and Technology.

Enrollment Management Plan

Mr. Craig Cornell, Assistant Provost at Ohio University has been working with the student success team and others to help form an enrollment strategic plan. This has been done at Ohio University. The strategic enrollment plan will be connected to resource

allocations and have a targeted enrollment over the next three to five years. The number of alternative admits will be reduced by one-half.

Commencement

The dates and times for commencement have been finalized. Please provide Mr. Nowlin with the names of the people that will be responsible for the mace and gonfalons. The colleges should choose their student speaker. A list of students who have applied to graduate will be provided.

Other Business

The Academic Calendar for next year is available on the NSU website. Finals will be Thursday and Friday and the next Monday, Tuesday and Wednesday. Professional days have been placed in the schedule but not designated.

A 3 % budget cut next year will not include AARA funds (stimulus). A tuition increase will be allowed. Please meet with VP Koehn to look over the summer revenue data for a MOU. There is available money in our reserves, but this is one time monies and does have restrictions on its use.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, March 2, 2011

The Council of Academic Administrators met on March 2, 2011 at 1:30 p.m. at the Muskogee campus. The following attended Dr. Janet Bahr, Dr. Sheila Collins, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Kay Grant, Ms. Janet Kelley, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, and Dr. Martin Tadlock; Chairman.

Academic Council Meeting

EF College Study Tours – Dr. Richard Carhart, Executive Director of International Programs

There will be a presentation from EF Faculty Led Study Abroad programs on Wednesday, March 9, 2011 at 12 p.m. in the Webb Tower room. This program is the one of the most economical programs for study abroad. A hybrid program can be created in order for faculty to participate in the program. EF will take care of all the logistics for program.

Two NSU recruiters from High School and College Relations and a Graduate Assistant in the MBA program will be traveling to China this month to participate in CIEET college fairs. The President will also be traveling to China to visit several universities for agreements.

HLC Preparations – Dr. Martin Tadlock, Provost

The general education committee has discussed the idea of having all general education syllabi and student outcomes be the same across all sections of a course. This needs to be promoted among general education faculty. A subcommittee has been formed to help identify and form student outcomes.

The Changing Landscape Article – Dr. Martin Tadlock, Provost

The priorities discussed in the article should be considered when looking at the future of higher education at a national level. Please read the article before the prioritization retreat this month. A Blackboard discussion board is in place for the discussion of this article.

The academic prioritization retreat will be March 23, 2011 on the Muskogee campus. The meeting will start early to include lunch.

Other Business

Dr. Denise Deason-Toyne, Faculty Council President, presented a suggestion from the Faculty Council. It has been suggested that Administrators and Deans teach one undergraduate course. The Council's response was that it would not be effective or productive. Some of the Deans do teach a course. It was suggested to use the Deans and Administrators as a resource or to cover one section of a course.

Dean's Council

DARS Update – Ms. Janet Kelley, DARS Specialist

The DARS name is changing to College Source and the latest version of the software is called “You Achieve”. This is a technical upgrade in order to work with Banner. No additional training for faculty is needed. It has been requested to also obtain “You Select” an online transfer guide that is part of the College Source program. This is a hosted website that pulls information from the NSU transfer guide. It will help with one-on-one advising and anyone can access this information to check the transfer of a course.

It is extremely critical for Deans and Assistant Deans to facilitate the evaluation of a course in a quick turnaround. This needs to be a priority for the student. It is also extremely important for the information in the catalog and the information in College Source to be consistent. Most mistakes in the College Source program are due to an error in the catalog and or program. If a course substitution is done often it should be submitted to the College Source program as an equivalency. All curriculum changes should be submitted with the new catalog beginning in the fall semester.

Dr. Tadlock emphasized that part of the faculty's job is advising. The College Source program has been implemented to provide a more efficient way to advise.

NCATE & NCTQ Update – Dr. Kay Grant, Dean of the College of Education

The NCATE visit will be done in a different format. All documents will be electronic and be available in a document room. The report is due April 15, 2011. A campus visit is scheduled for October 2-4, 2011. The chosen area of focus is continuous improvement.

Academic Plan for OSRHE – Dr. Janet Bahr, Associate Vice President for Academic Affairs

The Academic Plan outline has been received from the Oklahoma State Regents. A template has been sent to all Deans via email. It is due to the Office of Academic Affairs by June 1, 2011 and to the Regents July 1, 2011. The academic priorities that will be decided in the retreat in a few weeks will be used for the academic plan. Please use major initiatives and be concise when completing the Academic plan template. The academic programs that are to be revised need a plan submitted by the end of this semester.

Chair Compensation and Issues – Dr. Martin Tadlock, Provost

More discussion regarding department chairs will be done at the next meeting. Dr. Tadlock has been meeting with department chairs to collect ideas for improvement to department chair policies. Some suggestions have been to receive additional compensation through travel reimbursement for conferences and course release time for a mentor chair that would provide help to all the department chairs.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, March 30, 2011

The Council of Academic Administrators met on March 30, 2011 at 1:30 p.m. A117. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Mr. Tom Todd for Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. John Schleede, Dr. Martin Venneman, Dr. Mike Chanslor for Dr. Paul Westbrook, Dr. Chuck Ziehr, Dr. Martin Tadlock; Chairman and Ms. Courtney Darmacus; Student.

Academic Council Meeting

NSU Student Courtney Darmacus attended the Academic Council meeting in representing the student foundation event, The Connection.

Dr. Martin Tadlock, Provost – Banner Implementation

Banner implementation is on schedule. The portal “GoNSU” will be live soon. Third party software is still being considered. Other institutions have indicated that the interface with DARS and Banner works well. Technical support is a big part of the implementation of DARS and Banner. The student side of Banner is progressing very well.

Dr. Mark Giese, Chair, Assistant VP for Teaching and Learning Committee - Update

The Assistant VP for Teaching and Learning search did not find a qualified applicant. The committee will refocus and start again. Dr. Tadlock reinforced the importance of the applicant having experience in the classroom in order to present today’s pedagogy and support the needs of senior faculty. A majority of this position will be responsible for the professional development of faculty. The committee is open to ideas and suggestions.

Dr. Roger Collier, Academic Affairs Fellow – Review of Priorities-Final Draft

Dr. Collier distributed a handout listing the academic priorities for the university to consider. He asked the Council to review the list. The Council will decide the most important priorities to present to the University Planning Council. The final list will include no more than five university priorities.

Dr. Roger Collier, Academic Affairs Fellow – Academic Affairs Fellowship

The Academic Affairs fellowship has had one applicant. The applications should be submitted by the end of the semester. It was suggested to give more details of what the fellowship includes, in order to attract more applications.

Dr. Janet Bahr and Dr. Tom Jackson, Tri-Chairs of the HLC committee – HLC Needs

The Higher Learning Commission accreditation visit is a year from now. All should help ensure that the syllabi are in compliance with the standard syllabus template. Particular attention should be given to the requirements that all syllabi should have. The requirements are posted on the Academic Affairs’ website.

All faculty vitas should also be up to date. The Deans should help to ensure that this information is being gathered. The University Directory pictures should also be up to date. There is a list of faculty

and staff that do not have pictures for the university directory. All pictures for faculty and staff will need to be completed so that the directory is updated.

A rough draft of the HLC report will be available the first part of May. This report will be available to the campus community through the HLC website. All should review this report for corrections, ideas and suggestions. The report should reveal documentation of evidence that NSU is meeting the criteria and core components for HLC accreditation. If you have an example of this evidence please let the committee know. The available report will give everyone an opportunity to provide and update information. The steering committee will have two weeks to review the report and then it will be available to the campus community. Particular attention needs to be given to the documentation of evidence. The NCATE and HLC reports need to be in-line with each other.

Deans Meeting

Dr. Martin Tadlock, Provost – Budget Update & Planning for Next Year

Each dean has provided Academic Affairs a list of enrollment capacities. These lists have been reviewed and re-distributed to the deans in order for the deans to adjust the capacity according to each campus. Please review and provide a corrected copy by this Friday. Attention should be given to an increase according to the location of the program. Graduate program levels of capacity need to be reviewed and compared to the Graduate College information. After review of the capacity reports, there is a possibility of an increase of 2278 students without increasing faculty.

The state budget cut may go from 3% to 5%. There is no room in the NSU operation budget to cut. There will be no personnel cuts at this time. Please use caution in filling open faculty positions in order to give some flexibility if possible.

Each dean will meet with Vice President Koehn in order to establish a base line for the summer budget regarding the revenue sharing for summer. It is possible that the May intersession will be taken away from both sides of the equation for summer budget revenue sharing. Course offerings should be expanded to increase summer enrollment. The intent of the summer revenue model is to build the summer enrollment each year.

Dr. Martin Tadlock, Provost – Chair Concerns

Dr. Tadlock has compiled a list of concerns stated by department chairs. Please review this document and be prepared to discuss possibilities to solve these concerns.

Mr. Bill Nowlin, Dean Enrollment Management – DARS and Commencement

The DARS program needs clarification regarding the total number of hours in a major versus the total number of courses. A document was distributed to the Deans to help clarify the total number of required hours in major versus the courses. Transfer students' hours can be different. Sometimes there is a difference in courses; sometimes there is a difference in courses and hours. Each major needs to be clarified. Please send this information to Janet Kelley.

Bill Nowlin will need a list of names to represent the following people in the commencement exercises: mace carrier; gonfalon carriers for the Tahlequah and Broken Arrow campus and student speakers. The student speaker names are needed for the program and are due by April 8, 2011. A plan for hooding of the students receiving a master's degree needs to be organized.

Academic Prioritization for Program Revisions

All programs that were identified in the academic prioritization process as needing a revision need to have a one or two page plan submitted by the end of the semester.

Retreat Item Update from Last Spring

The Action Retreat list from last spring was distributed. Please update and send back to the Office of Academic Affairs.

Other Business

Professional Day dates will be discussed at the next meeting.

The HLC Learning outcomes are due April 28, 2011.

A document of the recent China initiatives was distributed. These initiatives will be combined with President Betz's endeavors to finalize plans. A Global Learning Center will be developed for the Broken Arrow campus.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, April 27, 2011

The Council of Academic Administrators met on April 27, 2011 at 1:30 p.m. A117. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Sheila Collins, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. Dunn Faires for Dr. John Schleede, Dr. Pam Hathorn for Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, Dr. Martin Tadlock; Chairman.

Academic Council Meeting

Dr. Martin Tadlock, Provost – Retiring Faculty Information & Receptions

Please provide Dr. Bahr with the retiring faculty that will be attending graduation and the ceremony they will be attending. A paragraph for retiring faculty is needed by this Friday for publication.

Dr. Mark Giese, Director of Assessment and Institutional Research – Institutional Research

This department is conducting the assessment for general education courses. Traditionally a target group of students has been identified and the survey was sent directly to the students. In order to obtain more replies Dr. Giese would like to address the class in person. He will visit 14 sections and 275 students. This will not need to be done in the future due to assessment will be embedded into the new general education requirements.

The assessment report for the major is due June 15, 2011. This report will go to the Regents. It is in the same format as last year. Please send copies to Dr. Bahr, Dr. Giese and the Dean.

Dr. Martin Tadlock, Provost - AVP Search Updates

An interim Vice President for Teaching and Learning has been chosen to replace Dr. Ziehr in December. This information will be released in the fall.

Dr. Chuck Ziehr, Interim Asst VP for Teaching and Learning – Staffing Update

Mr. Kip Finnegan will retire in August. Mr. Rick Shelton will continue with CTL. Ms. Linda Summers will serve as a CTL fellow. Blackboard 9.1 will be released in the fall. Training will be available this summer.

Two dates for professional days have been proposed, November 22, 2011 and March 6, 2012. The format will be a university wide meeting from 8-10 a.m., Human Resources will conduct staff development and CTL will conduct faculty development from 10-12 p.m., a university wide lunch, and then the afternoon will be open for colleges, units and departments to conduct their own training and development.

Dr. Janet Bahr, HLC Tri Chair – HLC Visit Update/Status

The HLC teams are reviewing the information sent back from the tri-chairs. Dr. Collier is currently working on the chapters of the HLC document. A version will be available to everyone when this is complete. A regular meeting of the HLC steering committee will be held. The committee will look over the entire document for duplications and gaps. Gaps are new initiative that have currently

happened and have not been included. Everyone should review this document, not just the steering committee. All documents and resources can be found electronically in the resource room on the HLC website.

All online catalog updates are due May 1, 2011.

Other Business

The next Academic Council meeting will be May 18, 2011 in A117 at 1:30 p.m.

The Circle of Excellence winners are Dr. Stephan Sargent for service, Dr. Isaac DiIanni for teaching, and Jessica Martin for research.

It was requested to have clarification on the July 4th work week.

Deans Meeting

Dr. Martin Tadlock, Provost – Chair Concerns

A list of concerns expressed by the department chairs was distributed at the last meeting. The number one concern was the load. The faculty handbook needs to clarify the release time guidelines. It was recommended to the Deans to rethink the release time and department chair loads. The chairs should have experience in evaluating faculty. A position can be advertised as a department chair position and the administrative duties it entails.

Dr. Martin Tadlock, Provost – Course Redesign Offer/Concept

There is a national movement for course redesign. There is a need to provide faculty with the incentive to redesign a course. Faculty need to rethink how it is delivered, how to reduce duplication, and how to incorporate new teaching methods. This could be student centered or sensitive to students by involving students to help with the redesign of courses. The three suggested areas that need attention are to increase student engagement, to increase the rigor of a course, and to change the delivery method. Reading, writing and math courses have been a focus because of the need to address these skills. The course redesign needs to be data driven or result driven. Courses that are high in D, F, W grades could be considered for course redesign.

Mr. Bill Nowlin, Dean Enrollment Management –Commencement

The Tahlequah commencement will take place Friday and Saturday. The Broken Arrow commencement will be Monday at the UMAC. There will be 435 students at BA, 122 will be master's degrees. There is a need to rethink the ceremonies and possibly do the master's students separately.

Dr. Christee Jenlink, Dean of NSU Broken Arrow – Faculty Travel

The Deans agreed that all faculty travel should be turned in to the department secretary for completion and approval.

Other Business

Dr. Donna Shelton has been recognized nationally. She received an excellence in teaching award at the Southwest Conference on Language Teaching for her incorporation of technology into teaching foreign language.

Dylan Ward, Political Science student was selected to represent Northeastern State University at Research Day held recently at the Oklahoma Capitol.

Northeastern State University Council of Academic Administrators

Minutes of Meeting, May 18, 2011

The Council of Academic Administrators met on May, 18, 2011 at 1:30 p.m. in A117. The following attended: Dr. Janet Bahr, Dr. Richard Carhart, Dr. Roger Collier, Dr. Denise Deason-Toyne, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Thomas Jackson, Dr. Melissa Mahan for Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. John Schleede, Ms. Paula Settoon, Dr. Pam Hathorn for Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, Dr. Martin Tadlock; Chairman.

Academic Council Meeting

Dr. Tadlock, Provost - Academic Council Meeting Format

Dr. Tadlock asked attendees if they were content with the same format and/or agenda format for the Academic Council meeting and deans meeting. The responses were favorable to continue with the current format.

Dr. Janet Bahr - Clarifications for Fall 11/Spring 12 dates and Finals

Finals will start on Thursday, December 8 and continue through Wednesday, December 14 for the Fall 2011 semester. Commencement for Fall 2011 will be December 17. Spring semester finals will occur May 3 through May 9. Spring commencement will be May 11, 12, 14.

Reminder: Two days before finals there should be no major tests or major projects and no required student activities.

Dr. Tadlock, Provost – Professional Development

November 22 is the proposed date for professional development for the fall semester and March 6 for the Spring semester.

Dr. Tadlock, Provost - Summer Retreat

Dr. Tadlock asked attendees if there was a need or purpose for a summer retreat. He asked the deans to get back with him via email for recommendations.

Dr. Tadlock, Provost - Cabinet Update

This year's budget will be status quo in its operational budget. NSU will need to address its 2 ½ million shortfall in the budget next year. There is a projected increase of 5% for tuition.

The next Academic Council Meeting will be June 1.

Updates:

Dr. Bahr gave an update on the recent HLC meeting. She felt everyone was very well prepared and made good suggestions. Chapter 1 was reviewed and is in the process of being updated and will be moving on to Chapter 2.

Dr. Ziehr mentioned some faculty are concerned with the blackboard transition from 8 to 9.1. More clarification is pending.

Dr. Tadlock asked about the Web Page Build Out and how the colleges were progressing with it. There seemed to be confusion and lots of questions in regards to the process of building the Web page. Dr. Tadlock will put together a meeting to further discuss the issue.

Provost/Deans Meeting

Shelly Dreadfulwater - Financial Aid Regulations

Ms. Dreadfulwater presented guidelines for probation and suspensions regarding financial aid qualifications. The Department of Education has new requirements regarding Financial Aid that are effective July 1. If NSU allows students to go beyond one semester of probation, they must have an academic success plan. If students can take themselves off probation within a semester, then they do not have to have a success plan. She asked for feedback on constructing a new Academic Success Plan by the end of May.

Dr. Tadlock, Provost – Distribution of Chair Books

Dr. Tadlock distributed books to deans for department chairs.

Dr. Tadlock, Provost - Grow Your Own

Dr. Tadlock proposed taking a percentage of the Academic Affairs budget, in the amount of \$10,000 to support travel reimbursement and for faculty who are completing their degree.

Dr. Tadlock, Provost - Summer and Fall Enrollment

The Deans gave an update on enrollment as well as discussed ideas for better enrollment in evening classes.

Chairs' Evaluations and Roles and Process for Hiring Faculty will be addressed in the June 1 meeting.

Northeastern State University Council of Academic Administrators

Minutes of Meeting, June 1, 2011

The Council of Academic Administrators met on June 1, 2011 at 1:30 p.m. in A117. The following attended: Dr. Janet Bahr, Dr. Roger Collier, Dr. Denise Deason-Toyne, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Louis White for Dr. Kay Grant, Dr. Thomas Jackson, Dr. Christee Jenlink, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. John Schleede, Ms. Peggy Kaney for Ms. Paula Settoon, Dr. Martin Venneman, Dr. Mike Chanslor for Dr. Paul Westbrook, Dr. Chuck Ziehr, Dr. Martin Tadlock; Chairman.

Dean's Meeting

Provost Tadlock - Chair's Evaluations and Roles

Chairs are faculty not administrators; they facilitate and coordinate. They have no hiring authority, they do not negotiate salary, and they don't make salary negotiations. It is the dean's responsibility to hire full time faculty; it is okay for chairs to hire adjuncts. When evaluating faculty, chairs are not administrators. Chairs represent the department when they evaluate faculty. They should be evaluating faculty as a colleague not as a supervisor.

Provost Tadlock - Asst./Assoc. Deans Roles

Dr. Tadlock shared his opinion on what the dean's role should be. The dean's role should be external by using fundraising, friendship and promoting the individual college. The assistant and associate dean needs to pick up the daily operations of the college so that the dean can do external duties. The role can vary according to the college.

Provost Tadlock - Process for Hiring Faculty

Every search needs to be based on no stacking of committees, no stacking of the decision making process, they need to open and fair. It needs to be about getting the best person possible for the job. Before hiring a candidate, the information needs to go through the VPAA office.

Provost Tadlock - Confidentiality and Personnel

Confidentiality is very important. Anything regarding personnel needs to be kept confidential until the information can be officially released. Disciplinary action is extremely confidential notify Dr. Tadlock about disciplinary action. Emails dealing with personnel issues are not necessarily confidential.

Provost Tadlock - Leadership Expectations

Class scheduling needs to be based around the student and not the faculty. Schedule up the time where there is a capacity including evenings and weekends. Are we meeting the needs of the students?

External role – If you are going to a conference or workshop, ask Peggy Glen Summit for the name of a

donor and see if there is money to pay for it and ask the donor out to dinner. They are a NSU donor or alumni, make an effort at friendship. Be a good representative of the university.

Provost Tadlock – Budgeting

There is a request to RUSO for a 4.8/4.9 tuition increase. That doesn't make up the deficit but will use the NSU reserve for status quo.

Dr. Venneman - Work Presence Policy

There is a high consistency of absences for faculty when they are supposed to be in their offices. How does NSU address the issue? Deans need to express expectations and consistency to the faculty. Deans need to bring suggestions about the Work Presence Policy to the retreat.

Provost Tadlock - Agenda Items

Red Balloon Project

Regional and National Innovation Center

Rethinking the First year Test

Strategic Enrollment Mgmt

Academic Prioritization Process

Way to reduce cost and increase revenue as an institution

Update HLC/ assessment academy/ student success

If deans have suggestions on more Agenda Items, let Dr. Tadlock know before June 29.

The Summer Retreat is June 29 in the Alumni Center.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, June 29, 2011

The Council of Academic Administrators met on June 29, 2011 at 1:30 p.m. A117. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Tim McElroy, Mr. Bill Nowlin, Dr. Doug Penisten, Dr. Pam Hathorn for Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, Dr. Martin Tadlock; Chairman and.

Academic Council Meeting

Ms. Paula Settoon, Interim Executive Director of Libraries – Literacy Center

Postcards containing Literacy Center information were distributed. The Literacy Center has material in all disciplines and all students are welcome. The Rosetta Stone software is available at the Literacy Center. The services are free and available to the community.

Dr. Chuck Ziehr, Interim Assistant Vice President for Teaching and Learning – Blackboard 9.1 Transition

Blackboard workshops have been scheduled for July 6 and 7 in Tahlequah and July 13 and 14 in Broken Arrow. Open access workshops will be scheduled the first two weeks of August. Training can also be done through departments. The training on Blackboard is very important. Please promote this within your faculty. There is some training for students available online. There will be weekly updates that will be informative of the Blackboard progress. Blackboard 9.1 will be implemented on July 29.

Dr. Janet Bahr, Associate Vice President of Academic Affairs –

The new online catalog for 2011-2012 is available July 5th. The 2011 Faculty Handbook will be available electronically on the Academic Affairs website. This will include the new retention, tenure and promotion guidelines.

The NSU Faculty Research Grants have been awarded. The letters will be sent this week. There will be eight or nine faculty that will receive a faculty research grant.

The Academic Plan is due July 15, 2011.

The Banner Student System will be moving into production mode. Training with the college secretaries has taken place. The spring 2012 schedule will be created and managed through Banner.

Deans Meeting

Dr. Christee Jenlink, Dean of NSU-BA – Classroom Assignments

Dr. Jenlink requested feedback from Chairs and Directors regarding the scheduling of classrooms. The rooms at the Broken Arrow campus are being double and triple booked due to the current process. The fall semester is being examined for accuracy. It was suggested to the Deans to consider letting Broken Arrow Academic Affairs enter the Broken Arrow classrooms in the system. Blended classes

that meet face to face in BA must provide dates to the Broken Arrow Academic Affairs Office so that a room may be scheduled. Academic Affairs in Broken Arrow will enter the room for the schedule.

Dr. Cari Keller, Academic Affairs Fellow – Retention, Tenure and Promotion Guidelines (RTP)

The new retention, tenure and promotion guidelines will be included in the faculty handbook. It was determined that the new guidelines would be effective for the new fall 2011 faculty. Existing faculty stay under their current scholarship guidelines, but can choose the new mentoring committee process. It is the chair's responsibility to know what guidelines the faculty member is following. The post tenure review will apply to all tenured faculty. An email with all the RTP updates will be sent to all faculty.

A scheduling task force has been created to examine a more efficient schedule for all and one more consistent with student needs. The task force is considering the retention and enrollment according to time slot. A grid will be created to view. Please send all course rotation schedules and the scheduling grid used for your college. If you do not use a grid please send the direction on how the schedule is created. These should be sent Dr. Cari Keller.

Dr. Martin Tadlock, Provost – Articulation Agreements with China

There will be more opportunities for two-plus-two agreements and three-plus-one agreements with China. If departments are interested please let Academic Affairs know of the programs so we can communicate with CIBT.

Dr. Chuck Ziehr, Interim Assistant Vice President for Teaching and Learning – New Faculty Orientation

New Faculty Orientation will be August 9, 2011. It will be expanded throughout the year for development on advising and other areas. The New Employee Orientation with Human Resources is July 1, 2011. A Human Resources orientation will be scheduled the day before the New Faculty Orientation on August 8. Transportation will be provided to both events. Please try to have all new faculty paperwork completed before orientation so that they may access the system.

Other Business

Dr. Mike Wilds will replace Kathy Reese as a HLC tri-chair. The summer priority will be to finish the HLC self-study.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Retreat, July 13, 2011

The Council of Academic Administrators met on July 13, 2011 at 1:30 p.m. in the Alumni Center for their summer retreat. The following attended Dr. Janet Bahr, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Tim McElroy, Dr. Doug Penisten, Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr, Dr. Martin Tadlock; Chairman and Ms. Laura Boren. Dr. Kevin David and Dr. Dilene Crocket were brought in via Skype for presentations.

Red Balloon Project - Dr. Kevin David, Asst Professor of Psychology and Dr. Janet Bahr, Associate VP for Academic Affairs

In light of the rising costs and decreases in state funding, rising expectations, and technological advances that are changing the landscape of higher education, the American Association of State Colleges and Universities (AASCU) launched what it is calling the Red Balloon Project

- AASCU's Red Balloon Project is designed to meet three goals:
 - Foster innovation in public higher education
 - Make use of technology to engage students in learning experiences relevant to the 21st century
 - Prepare students to be successful in their careers, engaged citizens, and thoughtful leaders in a global society
- After meeting as a small group during the 2010-2011 academic year, the Red Balloon Committee at NSU decided on a project that we would like to pursue
 - I believe this project has the potential to address all three of AASCU's goals, but especially the third goal about preparing students for the 21st century
 - The title we have decided on for our project is "Degrees of Excellence" because the ultimate goal is to ensure that all of our students' degrees do, in fact, reflect excellence in a number of areas
 - Specifically, we plan on using as a foundation for our project the Lumina Foundation for Education's recently published *Degree Qualifications Profile*, which details five broad student learning outcomes: specialized knowledge, broad and integrative knowledge, intellectual skills, applied learning, and civic learning
 - Our goal is to ensure that all NSU graduates are competent in all five of these areas by graduation

- We believe these outcomes should both permeate and transcend individual programs such that all NSU students should demonstrate competence in these five areas, regardless of their specific degree program
- What is unique about the *Profile* is that it specifies outcomes for students at the associate, bachelor, and master levels
 - Although AASCU's Red Balloon Project was initially designed with the intent of re-imagining undergraduate education, we believe that our project could use Lumina's *Profile* for assessing learning outcomes in our master's programs as well
- Some next steps: Discuss, Decide, and Design
 - Discuss this project with the entire campus community and solicit feedback
 - Decide on the wording for specific learning outcomes for NSU undergraduate and graduate students
 - Design a strategy for assessing these student learning outcomes
 - Identify current and/or design new assessment tools to measure these outcomes
 - Determine how, where, and when to assess these outcomes

Dr. Bahr continued the discussion about the future of the Red Balloon Project. Dr. Cari Keller will be overseeing the Red Balloon project. Details about the Red Balloon Project are available through Blackboard and Dr. Tadlock's Provost Blog.

Strategic Enrollment Management Plan – Ms. Laura Boren, Dean Student Affairs

NSU is beginning a new initiative to strengthen student enrollment. The Student Success Team has been formed to examine recruitment, retention and advising. NSU is viewing Ohio University's enrollment management plan as a model. A consultant has been hired. A plan will be available September 1st and will be presented to the Academic Council. This enrollment management plan will provide more accurate enrollment goals.

Center for Regional and International Innovation - Dr. Dilene Crocket, Asst Prof of Business Administration

This center has been developed for the purpose to coordinate outreach efforts in the community using the groups that are available in the community. It will serve as an umbrella organization to house all endeavors pursued by the community. This center will bring dollars into our community through an investment program. NSU will help to facilitate and guide these investors and will receive a percentage of the fees for services. The center will provide capital and provide social and economical tools for the

community. This has been in the approval process for nine months and is a three year commitment.

Rethinking the First Year Task Force – Mr. Jerrett Phillips, Interim Executive Director of Enrollment Management and Ms. Paula Settoon, Interim Dean of Libraries

- Examine the current first year experience.
- Look at national “best practice” models.
- Develop a model to incorporate services and support for first year students (freshman and transfer).
- Rethink everything that impacts the student experience.

Representation

- Student Affairs
- Library
- Developmental Education
- General Education
- Enrollment Management

Initial Objectives

- Integrate the Library into the campus mainstream.
- Focus on helping students access, apply, and generate knowledge.
- Expand the concept of a student-centered learning environment.
-

Southern Utah University Academic Roadmap 2010-2013 Document distributed. The taskforce proposed a University College concept based on the University College used at Southern Utah University. This would enable all projects that are being pursued, such as the Red Balloon project or the General Education committee and the First Year taskforce to come together to communicate and share information. This would provide opportunities for faculty and staff to collaboratively enhance the new student experience.

Chair’s Concerns – Dr. Cari Keller, Academic Affairs Fellow and Professor of Criminal Justice

After discussion with the Department Chairs and a survey completed, it was determined that time is one of the biggest issues for department chair. The course release time for department chairs is not consistent among colleges and more course reduction is needed. Also the compensation and expectations of department chairs need to be addressed. The Chairs would like the “Chair of Chairs” to be included in Academic Council meetings. They have requested development workshops in areas such as conflict resolution and faculty portfolios. They would like the position of chair to be training ground for advancement in administration.

Academic Prioritization – Dr. Martin Venneman, Dean College of Science and Health Professions.

Dr. Venneman provided an update on the results of the Academic Prioritization retreat. There were three categories of programs to address, programs to grow or invest, programs to sustain and programs to revise. Dr. Venneman questioned how the high priority programs (grow or invest) would be funded. Dr. Venneman questioned how firm the sustainable program listing is, due to possible future budget cuts. The programs that fell in the revise category were to submit a revision plan. Not all revision plans have been submitted. A list will be compiled of revisions that are needed. The deans will meet to determine the next steps. The College of Extended Learning (CEL) is underway and colleges are encouraged to consider this to help sustain programs. Dr. Venneman updated the first phase of new programs. The Ed. D in Community Based Leadership is on hold, the M.S. in Natural Science has been approved, the Pre-professional health certification has been completed, and the M.S. in Occupational Therapy is on hold.

Work Presence Policy and Expectations - Dr. Martin Venneman, Dean College of Science and Health Professions

There is a concern of the lack of a faculty presence in offices and classrooms and the lack of student contact hours. It was suggested to address this issue at the college level. It was discussed that the most effective communication is in person but due to this generation of students and technology this is not a reality. There could be a decision to have an advisor block on all students to ensure students meet with an advisor in person.

HLC Self-Study; Assessment Academy – Dr. Tom Jackson, Asst VP for Research and Sponsored Programs

A handout was distributed that outlined the progress and timeline for the HLC accreditation site visit and an update on the HLC Academy for Student Learning Outcomes.

Reducing Costs; increasing revenue ideas – Dr. Martin Tadlock, Provost

According to NSU's fiscal budget, Academic Affairs' share is 63%. Due to cuts in the budget and 1.8 million less in enrollment we must identify \$800,000 of Academic money to meet these cuts. Dr. Tadlock asked the deans and directors to have a plan for increment reductions in the amount of \$250,000; \$500,000; and \$750,000. The academic prioritization process should be a guide for these budget decisions. A plan should be in place by January of 2012.

Council of Academic Administration

August 3, 2011

Dr. Janet Bahr; Dr. Doug Penisten; Dr. Pam Fly; Dr. Thomas Jackson; Dr. Tim McElroy; Ms. Paula Settoon; Mr. Jason Jessie; Dr. Paul Westbrook; Dr. Roger Collier, Dr. Martin Venneman; Dr. Phyllis Fife; Dr. Christee Jenlink; Ms. Rachel Farinelli; Dr. Mark Giese; Dr. Chuck Ziehr; Dr. Pamela Louderback; Dr. Cari Keller; Ms. Janet Kelley

Academic Council

DARS U Achieve U Select – Janet Kelley

Janet Kelley gave a presentation regarding the new U Select DARS program. U Select is an online transfer evaluation tool. This tool will greatly help students and faculty. U Select will help students know what classes can transfer to and from NSU. Students can choose from up to five schools and see all courses with NSU equivalents. If students have questions, they should be sent to their adviser.

Oklahoma Research Day – Dr. Jackson

Oklahoma Research Day will be held at Cameron University, November 4 from 8:30-3:00. Deadline for abstracts is September 30. Participation is encouraged in all colleges and departments. There are normally 120-140 abstracts submitted from NSU. There will be no papers this year.

Expanded Cabinet – Dr. Bahr

Dr. Tadlock is having an expanded cabinet meeting the last Tuesday of the month with the cabinet. The deans and selected members of the Academic Council will be included. On those weeks, there will be no Academic Council. The expanded cabinet meetings are scheduled for 9:30 a.m. on the Tahlequah Campus on these dates 8/30; 9/27; 10/25; 11/29.

Academic Council Dates – Dr. Bahr

The proposed dates for the fall Academic Council are 8/17; 9/27; 10/19; 11/9; 12/7 at 1:30 p.m.

College Meetings – Dr. Bahr

Dr. Bahr and Dr. Tadlock would like to attend the opening meetings of the colleges and asked for dates and times for each, so they might attend.

Academic Affairs Calendar – Dr. Bahr

With the change to Banner, all references to the schedule will be taken out. Once dates for the schedule are confirmed, Dr. Bahr will notify everyone. Dr. Ziehr suggested that the

Professional Days be added to the calendar. The dates will be November 22 for the fall semester and March 6 for the spring 2012 semester.

Hiring Paperwork Completed on BA Campus – Dr. Bahr

The new hire paperwork for any Broken Arrow faculty and staff should be initiated on the Broken Arrow campus as the secretaries have been trained to do so. Dr. Ziehr said to send copy of the PAF to Monica and once it is in the system ITS will create an ID for the new hires; there should be no delay that way.

Other

Dr. McElroy – Connors is remodeling the Administration building's offices for most of the fall semester. The Library is moving by the end of September.

Deans Meeting

Faculty Travel – Dr. Jenlink

Travel reimbursement to and from Broken Arrow to Tahlequah is costing over \$1800 per semester for one faculty member to teach a 1hr 15min class twice a week. Dr. Jenlink would like Broken Arrow to pay for faculty who travel from Tahlequah to Broken Arrow, and for Tahlequah to pay if from Broken Arrow to Tahlequah. The reimbursement should be given to the appropriate college. Vice President Koehn wants travel claims to be filed within 30 days, and Dr. Jenlink would like everyone to help enforce that policy.

OSRHE Policy Changes for Program Reviews, Post Audits, and Low Productivity – Dr. Jackson

Function of Public Institutions – There has been a moratorium on function changes for the past two years. The Regents want an alternate baccalaureate degree for community colleges or an expansion for doctorate degrees at regional universities. In order for these things to happen each university has to work to define joint degree options and staff has to evaluate any policy barriers to each.

Program Review/Post Audit Reviews – One of the major changes to the Program Review/Low Productivity is they are requiring an internal review team or an external review team. OSHRE also dealt with further definitions of Low Productivity and the exception that could be made. They have typically allowed one exception to the low productivity review, but they are not going to do anymore than one. Any program reviews will need to use the new form and new criteria.

Revised Certificate Program – If the certificate is embedded in the program, then the certificate is reviewed along with the program. If the certificate is not embedded in the program, then the

certificate program is reviewed independently. Please inform all department chairs of the new forms and new criteria for 2012.

Dr. Jackson has all the information and will share it with anyone who may want it.

Reminders

Dr. Bahr –

* Post Audit Reports are due September 15.

* Low Productivity reports are due October 1 to the Regents.

Dr. Jackson – The response to the Accreditation reports are due 2 weeks before they are due to Dr. Jackson

Dr. Westbrook –

* Tenure/Promotion – Policy discussion at opening meeting.

* Social Media Policy – What is the policy concerning that policy?

* Coordinator – Every department chair in the Liberal Arts college would like to have some kind of coordinator. What would their job entail? Policy?

Dr. Jackson – Eight to nine programs have not turned in their assessment report yet, and he would like those turned in soon. They were due on June 15.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, August 17, 2011

The Council of Academic Administrators met on August 17, 2011 at 1:30 p.m. A117. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Denise Deason-Toyne, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Tim McElroy, Dr. Doug Penisten, Dr. Jerrett Phillips, Ms. Paula Settoon, Dr. Martin Venneman, Dr. Paul Westbrook, Dr. Chuck Ziehr,

Academic Council

Expanded Cabinet – Dr. Janet Bahr, Interim Vice President for Academic Affairs.

The Academic Council will choose four people to represent Academic Affairs in the President's expanded cabinet meeting. Dr. Tom Jackson, Dr. Martin Venneman, Dr. Paul Westbrook and Ms. Paula Settoon will represent the Academic Council.

Dean Searches – Dr. Janet Bahr, Interim Vice President for Academic Affairs

Several dean searches are underway. Dr. Venneman is coordinating with the chairs of the searches. Dr. Tom Jackson will serve as the chair of the search for the Dean of the College of Business and Technology and Dr. Pam Hathorn will serve as the chair for the Dean of the College of Extended Learning. It is anticipated these positions will be filled by spring break.

Food Forms – Dr. Janet Bahr, Interim Vice President for Academic Affairs

Dr. Bahr requested feedback on the current food form that is required. The form serves the purpose of verifying if employees are being fed for audit purposes. It was decided that the Deans can sign the food forms for their college and other areas under their responsibility. Other food forms can be routed to the appropriate Vice President.

Blackboard Update – Dr. Chuck Ziehr, Interim VP for Teaching and Learning

Blackboard workshops are being held. Please communicate to the Center for Teaching and Learning if needs are not being met. There will be no student training. The best way to train the students is through instructors. An email will be sent to all students with information regarding tutorials and other Blackboard information.

Other Business

Dr. Bahr distributed the preliminary summer enrollment report.

Deans Meeting

Utilization of Department Chairs – Dr. Cari Keller, Academic Affairs Fellow

The shared governance document has triggered chair concerns especially in the area of consistencies and their responsibilities. Department chair pay is not consistent; the academic year is based on FTE and the summer is based on rank. There are six hours of release time available to department chairs, but this is not coordinated consistently and there is no policy for release time. The Department Chairs have requested representation at the Academic Council meetings and the Faculty Council. Intersessions raise the question whether a department chair should be available even though they are not teaching a class. The department chairs' authority is not outlined regarding decision making. They would like acknowledgement regarding their administrative responsibilities. It was suggested to propose recommendations and submit to the Academic Council for feedback. More discussion will take place at the next Academic Council meeting.

Reimbursement for department chair travel should as follows: if the chair is located on the Tahlequah campus and travel to Broken Arrow, the reimbursement should come from the BA account; if a department chair is located at Broken Arrow and travel to Tahlequah, the reimbursement should come from the Tahlequah account. This will be evaluated at the end of the year.

Academic Prioritization – Dr. Martin Venneman, Dean of the College of Science & Health Professions

Dr. Venneman distributed a Remedy/Assessment Synopsis for programs that were identified as “need to revise” through the academic prioritization. Each program will have two years to initiate needed changes. These programs will be reviewed in 2014.

BS Environmental Science-Dr. Venneman made the motion to phase out the program. Dr. Giese made the second; the motion passed.

MEd Mathematics Education-Dr. Venneman made the motion to accept and review the program in two years. Dr. Grant made the second; the motion passed.

BA Geography-Dr. Westbrook made the motion to accept and review the program in two years. Dr. Venneman made the second; the motion passed.

BA Visual Comm- Dr. Westbrook made the motion to accept and review the program in two years. Dr. Venneman made the second; the motion passed.

BA & BAEd Spanish- Dr. Westbrook made the motion to accept and review the programs in two years. Dr. Venneman made the second; the motion passed.

BA American Indian Studies & BA Cherokee Cultural Studies- Dr. Westbrook made the motion to accept and review the programs in two years. Dr. Venneman made the second; the motion passed.

MA American Studies- Dr. Westbrook made the motion to accept and review the program in two years. Dr. Jackson made the second; the motion passed.

MS Substance Abuse Counseling-Dr. Grant made the motion to accept and review the program in two years. Dr. McElroy made the second; the motion passed.

MS Higher Education Leadership- Dr. Grant made the motion to accept and review the program in two years. Dr. Jackson made the second; the motion passed.

BSEd Special Education- Dr. Grant made the motion to accept and review the program in two years. Dr. Giese made the second; the motion passed.

BBA Business Administration-Dr. Collier made the motion to phase out the program. Dr. Venneman made the second; the motion passed.

MS Industrial management- Dr. Collier made the motion to phase out the program. Dr. Venneman made the second; the motion passed.

BBA Finance-Dr. Collier made the motion to accept and review the program in two years. Dr. Grant made the second; the motion passed.

After review of the academic prioritization process, it was noted that the reports should have identified exact criteria for revision.

The criteria for the two-year review will need to be determined. It was suggested to use learning outcomes, productivity based on Regents' guidelines and market or need. The criteria will be determined at a later date.

Reminders

Dr. Bahr – DaVinci Fellow nominations can be submitted now through December 20, 2011. Applications are available online at davinciok.org.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of the Meeting, September 14, 2011

The Council of Academic Administrators met on September 14, 2011 at 1:30 p.m. in A117. The following attended Dr. Janet Bahr, Dr. Mike Chanslor, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Bonnie Dickson, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Tim McElroy, Dr. Doug Penisten, Mr. Jerrett Phillips, Ms. Paula Settoon, Dr. Martin Venneman, and Dr. Chuck Ziehr,

Academic Council

The TCC and Broken Arrow campus luncheon will be October 28, 2011 from 11:30-1:30 p.m. Ms. Bonnie Dickson, academic advisor on the Broken Arrow campus, was welcomed to the Council as the staff representative. The August 17, 2011 minutes were corrected to read “Mr. Jerrett Phillips” instead of “Dr.”.

Electronic Data Sources – Dr. Mark Giese, Director of Assessment and Institutional Research
Dr. Giese distributed a handout that provided information on how to access NSU’s institutional information such as programs, program codes and common data set information. These reports can be accessed via the Assessment and Institutional Research website. When using these reports remember that faculty statistics are determined differently in different reports. With the Banner Report Writing tool, this data may be available. The Office of Assessment and Institutional Research can help with pre and post testing using a bubble system.

University Food Purchase Form – Dr. Janet Bahr, Interim Vice President for Academic Affairs.

The cabinet has been authorized to allow designees to sign the food purchase forms. Deans, including Muskogee and Broken Arrow campuses, can sign their own forms. All others should be sent to the Office of Academic Affairs for signature.

DaVinci Nomination – Dr. Janet Bahr, Interim Vice President for Academic Affairs

Dr. Peggy Lisenbee in the College of Education has been selected to be nominated for the DaVinci Fellow Award. Her nomination and application will be submitted.

Budget Needs – Dr. Janet Bahr, Interim Vice President for Academic Affairs

The Budget Needs information is due today. Please identify positions that need to be considered next year. Also, include any cost efficiencies, any increases in yearly costs, and new budget needs.

Other Business

Dr. McElroy, dean of the Muskogee campus, invited all to an Open House for the new Connors building. This partnership continues to grow.

Dr. Fife, director for the Center for Tribal Studies, reported that NSU was ranked number one in the *Winds of Change, College Guide* for the number of full-time Native American students and the number of Native American graduates.

Dr. Jackson, assistant vice president for Academic Affairs, reported that the HLC self study has been sent to a reviewer. The self study will be sent to three reviewers.

Dr. Grant, dean of the College of Education, reported that the NCATE visit will begin October 3, 2011. They will visit the Muskogee and Broken Arrow campuses. Dr. Grant raised two concerns. Room requests for Muskogee and Broken Arrow will be processed in the same order for the new Banner system. The liberal arts requirements cannot be waived. NSU is in the process of reviewing courses to determine if they have liberal arts ranking. If there is a course that should be labeled as liberal arts, propose the change through the CEPC process.

All CEPC proposals can be sent through without graduate council approval until the October meeting takes place.

The next Academic Council meeting is October 19, 2011.

Deans Meeting

Employer Needs - Dr. Christee Jenlink, Interim Dean of the College of Extended Learning

Dr. Jenlink distributed a handout with a list of area needs in the Tulsa Metro area, regarding certificates and degrees. She provided the information that an engineering job can create up to 12 other jobs to support the position of engineer. Also, the hospitality industry is expected to grow significantly in the next three years.

Commencement and Other Enrollment Management Information- Mr. Jerrett Phillips, Interim Executive Director of Enrollment Management

A handout was distributed with all enrollment management reported information.

Fall commencement dates and times will be Friday, December 16, 2011 at 5 p.m. for the College of Education and Saturday, December 17, 2011 beginning at 8:30 a.m. for the College of Business and Technology and the College of Science and Health Professions and 11:30 a.m. for the College of Liberal Arts.

Mid-Term Grade reports were issued September 16, 2011. Encourage faculty to use the early alert feature on Map-Works. Probation lists will also be distributed.

The non-attendance withdraw will end this week and the administrative withdraw will begin next week.

Chair's Role and Responsibilities - Ms. Cari Keller, Chair's Council Representative and Academic Affairs Fellow

The chairs are seeking clarification of their relationship among faculty and administration. They would like to receive recognition for their role as department chair. This has been done in Academic Council and Faculty Council. The chairs have requested a policy on chair pay and release time for assistant chairs and/or coordinators. More help is a top concern with department chairs. It was recommended a small group be brought together to address this policy. Each college's needs are different and one policy may not fit all. Each dean should meet with their department chair as a first step.

General Education Capstone Experience – Dr. Janet Bahr, Interim VP for Academic Affairs

Mr. Jeff Canan, coordinator of the Gen Ed Capstone course has proposed two formats for the general education capstone. One format would be to begin the freshmen year and continue the course throughout four semesters. The other format would be to enroll in the course in the last semester. It is recommended that all students without Associate degrees will be required to enroll in the course. The course would receive a letter grade. The second format of enrollment in one semester was decided. It will begin with the fall 2010 freshmen and transfer students with 15 hours or less.

Map Works Early Alert – Dr. Janet Bahr, Interim VP for Academic Affairs

NSU's retention rate went down despite the efforts being made to address student retention. Please encourage faculty to use the resources available to help student retention such as Map Works and Smart Thinking. It is important to get faculty involved with using these tools. Brian Searcy in Enrollment Management is available for training.

Student Learning Coordinators – Dr. Janet Bahr, Interim VP for Academic Affairs

Please fill vacant student learning coordinators in your area. Also, check with current coordinators to continue as a student learning coordinator.

University Committees will be available soon.

The post tenure review will follow the old procedure if done by spring 2012. In fall of 2012 everyone will fall under the new tenure review procedure.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, October 19, 2011

The Council of Academic Administrators met on October 19, 2011 at 1:30 p.m. in A117. The following attended Dr. Janet Bahr, Dr. Mike Chanslor, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Bonnie Dickson, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Tim McElroy, Dr. Doug Penisten, Mr. Jerrett Phillips, Ms. Paula Settoon, Dr. Martin Venneman, and Dr. Chuck Ziehr,

Academic Council

Additional dates: Green and White Night at BA, November 7, 2011; RiverHawk Rally, November 12, 2011; and Grant Awards Banquet, November 15, 2011.

Professional Development Day – Dr. Chuck Ziehr, Interim Asst VP for Teaching & Learning

The Professional Development Day, November 22, 2011, is still in the planning stages. Please send a lunch count for your area to Dr. Ziehr or Dr. Albin. A handout was distributed that gave a proposed agenda. The Center for Teaching and Learning has proposed to do a overview of Quality Matters to all faculty. This will be done via Blackboard Collaborate. This is the video conferencing tool in Blackboard and can be available in multimedia classrooms. This will be an opportunity to demonstrate the Bb Collaborate. Please let Dr. Ziehr know of your college's plans for the afternoon and if assistance is needed for any of the activities. The Professional Development Day attendance is highly encouraged and the academic leaders need to be represented. All activities are available on all campuses, so travel is unnecessary.

ITV Rooms & Equipment – Dr. Janet Bahr, Interim Vice President for Academic Affairs.

Interactive TV is being examined at the state and institutional level. NSU and the state are looking at how to maintain quality equipment and reduce the use of ITV. The reduction will be due to a move toward desktop videoconferencing. The concern is the use of the ITV rooms; what is the actual schedule need of the room and what can be done with the new equipment? The ITV room schedule is currently online to view and is scheduled by a designated staff person in each college. The facilitator for the room is scheduled through the IT help desk. There have been significant problems with reliability on the facilitators' side. Self training may become available.

College of Extended Learning (CEL) – Dr. Janet Bahr, Interim Vice President for Academic Affairs

Continue to think about academic programs that can be moved to this format.

Complete to Compete – Dr. Janet Bahr, Interim Vice President for Academic Affairs

A handout was distributed describing the Complete to Compete initiative. This is a state wide initiative that will receive a lot of press. It is anticipated, a RTP from Regents will come soon. Each institution will submit a proposal on how they will incorporate one of the five initiatives of the project.

Overtime and Pay Schedules - Dr. Janet Bahr, Interim Vice President for Academic Affairs

A handout was distributed describing the new overtime and pay schedule. Compensatory time will be eliminated. Instead of accruing compensatory time, overtime will be paid when earned. Supervisors will need to be attentive to the overtime needs and how it will affect the budget. The new system will help identify areas that could be more efficient and identify areas that have a need for more employees. All non-exempt employees will be paid bi-weekly beginning with the pay date of January 6, 2012. Future pay dates will be on alternating Fridays.

NSSE – Dr. Janet Bahr, Interim Vice President for Academic Affairs

The National Survey of Student Engagement report, *The Student Experience in Brief: Northeastern State University* was distributed. Dr. Bahr asked the Council to consider the statistics' highs and lows.

Non Academic Program Review- Dr. Janet Bahr, Interim Vice President for Academic Affairs

This process will be done for all non-academic units. Each unit will do a self study based upon the criteria in the document that was distributed. All units will be considered across campus. There will be a decision to improve, eliminate or continue each non-academic program. Vice President Koehn will be supplying budget information.

Deans Meeting

Non Exempt Employee/Adjuncts - Dr. Janet Bahr, Interim Vice President for Academic Affairs

There are new state regulations for employees that are of non-exempt status teaching as adjuncts. This pay must be done in overtime pay. If non-exempt employees are used as adjuncts a rationale must be given for their teaching needs. These individuals will need to clock their time including hours spent outside the classroom. Their pay will be paid on an hourly basis.

Enrollment Concerns & Changes for spring – Dr. Tim McElroy, Dean of the Muskogee Campus

Dr. McElroy expressed a concern that NSU will no longer accept the Visa credit card as a payment method. The Visa debit card will be accepted. He also expressed a concern for the ability to only be admitted and enroll at NSU through an online process. This is a concern for adult students. This may pose a problem with the ability to give good customer service as these

students rely on the assistance of staff at the Muskogee campus. It was also a concern of how much communication has taken place to inform our students of these new processes.

NSU/TCC Collaborative Meeting – Mr. Jerrett Phillips, Interim Executive Director of Enrollment Management

This meeting will take place on Friday, October 28, 2011 at 11:30 a.m. at the Broken Arrow campus. Mr. Phillips distributed a list of NSU constituents and their counterparts. Dr. Bahr informed the Deans that the two-plus-two agreements no longer need to go through the Academic Affairs office. They should be signed by the dean or department chair and kept in the college office.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, November 9, 2011

The Council of Academic Administrators met on November 9, 2011 at 1:30 p.m. in A117. The following attended Dr. Janet Bahr, Dr. Mike Chanslor, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Bonnie Dickson, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Debbie Landry, Dr. Tim McElroy, Dr. Doug Penisten, Mr. Jerrett Phillips, Ms. Paula Settoon, Dr. Martin Venneman, and Dr. Chuck Ziehr,

Academic Council

Dr. Debbie Blanke from the Oklahoma State Regents for Higher Education presented Dr. Kathy Reese with an award for her dedication and support of the Reach Higher program since its beginning.

Enrollment Management Update – Mr. Jerrett Phillips, Interim Executive Director of Enrollment Management

The Banner System is in place for online enrollment for the spring 2012 semester. There are some issues still being tweaked. Dr. Bahr thanked Enrollment Management for their role in the Banner implementation. Enrollment numbers are slightly down from this time last year. The next Chair's Council meeting is November 17 and will cover Banner questions.

A commencement meeting is scheduled for today. Dr. Julie Sawyer is the chair of the committee. The program will be the same as last year and information is posted to the website. Information regarding the Graduation Fair will be distributed. A commencement speaker is needed for the College of Business and the College of Liberal Arts.

Department Chair's Report – Dr. Cari Keller, Academic Fellow & Chair of Department Chairs

The Department Chairs have expressed a concern with the short term, one hour and blended course evaluations and how they are being conducted. Dr. Giese explained that this can be done by providing the CRN (zap) number to the Center for Teaching and Learning. An 'early packet' can be put together to accommodate this type of course. NSU has purchased a software building block that allows evaluations to be conducted via Blackboard. Faculty must make this tool available to the student. Please work with department chairs for this fall semester evaluations. Faculty will be reminded to use the evaluation tool for next spring's evaluations.

NSSE – Dr. Janet Bahr, Interim Vice President for Academic Affairs

The Cabinet will use the NSSE report to determine 2 to 5 areas that need improvement. Dr. Bahr requested input and discussion from the Council to determine what to bring forward from

Academic Affairs. She also noted that based upon the documents distributed that the comparative data was not so out of proportion and the comparison with the 2010 data and 2011 data provides a perspective. The concerns that were decided were: 1) writing; 2) customer service and student/faculty interaction; 3) interaction with faculty advisor; and 4) reading. Dr. Bahr will submit these to the Cabinet.

Deans Meeting

Academic Service Fees - Dr. Janet Bahr, Interim Vice President for Academic Affairs

An email with an attachment regarding new Academic Service Fees has been sent to all. The deadline for new fees is November 18, 2011. Last year fees were consolidated.

Curriculum Proposal Addition - Dr. Janet Bahr, Interim Vice President for Academic Affairs

An approval by the Curriculum and Educational Policies committee is needed for the certification program in Criminal Justice. The Council agreed that this process can be done electronically via email.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Meeting, December 7, 2011

The Council of Academic Administrators met on December 7, 2011 at 1:30 p.m. in A117. The following attended Dr. Janet Bahr, Dr. Mike Chanslor, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Bonnie Dickson, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Mark Giese, Dr. Kay Grant, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Debbie Landry, Dr. Tim McElroy, Dr. Doug Penisten, Mr. Jerrett Phillips, Ms. Paula Settoon, Dr. Martin Venneman, and Dr. Chuck Ziehr,

Academic Council

Dr. Bahr began the meeting by thanking Dr. Grant and Dr. Ziehr for their time at NSU. There was a reminder that the Academic Council spring retreat will be January 4, 2012 and the opening meeting will be January 5, 2012. Remind faculty that when developing their syllabi that March 6, 2012 is a professional development day and there will be no classes.

Enrollment Management Update – Mr. Jerrett Phillips, Interim Executive Director of Enrollment Management

Commencement instructions and communication is forth coming. DARS is now working from live data. If there are problems please contact enrollment management or the Registrar. Enrollment management will be sending an email reminder to enroll for those students that have not. The Banner enrollment system has had a good response from students. Please remind students to make sure they access the correct portal. Holds have been an issue and are being addressed.

Mr. Phillips asked for feedback on the admission application fee. The fee was developed last year and no written policy was formed. Enrollment management will be developing a short and long term policy on how to apply the admission application fee. It was questioned as to waive the fee for a select population of students. Please provide Mr. Phillips with your feedback.

Majors and Graduates – Dr. Janet Bahr, Interim Vice President for Academic Affairs

Dr. Bahr distributed electronic documents with data regarding majors and graduates. Please review this information for discussion at the Academic Council retreat in January. Attention should be given to the trend lines regarding steep increases and decreases. Please note growth areas and declining areas.

Enrollment Spring 2012 - Dr. Janet Bahr, Interim Vice President for Academic Affairs

The enrollment numbers are down at this time but there is a new enrollment system in place and other factors, so it is hard to judge. Dr. Bahr encouraged the Council do to all they can to assist

students in getting enrolled. Please make sure that advisement people and support staff are in place to make sure the students are getting the assistance they need. Enrollment management is available to help with anything that is needed.

CTL Update-Dr. Chuck Ziehr, Asst VP for Teaching and Learning

Dr. Ziehr asked the Council to remind faculty to archive their Blackboard 8 files. The files will no longer be available next year. The Blackboard server will be backed-up but will only be accessible for emergency and legal reasons. This includes adjunct courses as well. Instructions will go out soon on how to move existing courses in 9.1 from the fall to the spring semester. It was noted that staff who teach are not on the faculty email list and do not receive faculty communication, such as the Blackboard information. Dr. Bahr will check to see if staff can be added to the faculty email list when teaching.

Evaluation Update-Dr. Mark Giese, Director for Assessment and Institutional Research

Dr. Giese wanted to review the evaluation process. Evaluations conducted are based upon the courses that are submitted by the dean. The evaluation packages need to get to faculty in a timely manner so they may be used to modify a course. The Council agreed that they are needed before the next semester begins.

Deans Meeting

Replacement of Technology Equipment - Dr. Christee Jenlink, Dean NSU-Broken Arrow

Dr. Jenlink asked what the process would be for technology needs. Dr. Bahr indicated some technology money will be available. The difference in distribution of technology fess is due to the new three-year computer rotation that is being put into place. There will no longer be a trickle down process for old computers. All old computers will be surplus. This will provide cost savings in warranties on computer older than three years.

HLC Credit Hours for Practicums and Internships-Dr. Tom Jackson, Dean of Graduate Studies

Previous HLC site visits have requested information regarding credit hours for practicums and internships. Please examine these to make sure appropriate credit hours are being applied. Please be prepared to provide documentation for justification, course descriptions and or program guidelines.

Ethnic's training is required for all faculty and student researchers. Eight hours of training is required for all NSF and NIH funding. Dr. Jackson proposed two options; to provide online modules or provide in-person training.

Other Business

Dr. Chanslor requested consideration in extending the entry of grades' deadline to Monday at 1 p.m. Dr. Bahr will look into this. The time that transcripts are available to students will also need to be extended. Next spring the deadline will be changed.

Dr. Bahr reminded the Council to complete the background check form on all anticipated new hires before extending an offer.

Dr. Venneman reminded the Council that all syllabi and faculty data sheet information is due by January 14, 2012.

Dr. Venneman extended a thank you to Dr. Bahr for her commitment to Academic Affairs and NSU on behalf of the Academic Council.

NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS
Minutes of Meeting, January 25, 2012

The Council of Academic Administrators met on January 25, 2012, at 1:30 p.m. in A 117. Mr. Chris Adney, Dr. Janet Bahr, Dr. Richard Carhart, Dr. Mike Chanslor, Dr. Roger Collier, Dr. Denise Deason-Toyne, Dr. Mark Giese, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Debbie Landry, Mr. Asa Lewis, Dr. Tim McElroy, Dr. Doug Penisten, Mr. Jerrett Phillips, Ms. Paula Settoon, Dr. Martin Tadlock, and Dr. Martin Venneman

Academic Council

Enrollment Management Update – Mr. Jerrett Phillips, Interim Executive Director of Enrollment Management

The director's position for the Student Success Grant has been filled. Mr. Jerrid Freeman will be the director. The Financial Aid Committee has met to approve or deny financial aid appeals. The childcare issue has been in further discussion. It would cost the university approximately \$100,000 a year. This is the reason we do not have childcare available at this time.

VP Tadlock and VP Koehn are working on pulling everything out of the budget that is not being used to get the budget down. Please do not put forward any new positions or refill positions for the next couple of weeks. Refill positions are on hold. More information will be coming after the budget is examined.

Technology fee requests need to be in 2 categories. 1) Absolutely critical and 2) If any money is left, this is what we would like. Proposals also need to come with a price tag. Tech fee proposals are due February 1.

UPC/Regional Center – Dr. Martin Tadlock, Vice President for Academic Affairs
The UPC meeting will be soon. The money to fund identified priorities has not been identified. There will be a process to identify next year's priorities.

The Center for Regional and International Partnerships is located on the Broken Arrow campus. Dr. Dilene Crockett is coordinator. The Center would like to create an Immigrant Investor Program where foreign investors who would like to get a green card and become US citizens can invest in the US at a minimum of \$500,000 and create 10 jobs in the US for three years. EB5 center could collect a fee of about 8% on those investments. There have been several investors identified and are waiting on the EB5 federal approval. The primary purpose of the center is to get investors into Oklahoma. Federal approval can take up to a year.

Annual Regent's Assessment Report – Dr. Mark Giese, Director Assessment and Institutional Research

Hard copies are now available of the assessment report.

Strategic Enrollment Management – Dr. Tadlock, Vice President for Academic Affairs
This plan will need to be updated. Discussion was put on hold.

College of Extended Learning - Dr. Tadlock, Vice President for Academic Affairs
College of Extended Learning budgets have been run and the numbers are being checked but it looks like the net revenue for the colleges will be:
HFS – 42 full time students; Net Revenue \$55,000

Health Care Administration – 54 full time students; Net Revenue \$75,000

Criminal Justice – Net Revenue \$15,000

Building the program with more numbers means the revenue will go up.

Articulation Agreement – Dr. Janet Bahr, Associate VP for Academic Affairs
NSU is in process with the Creek Nation College of Muskogee Nation to form an articulation agreement. They have built their general education requirement around the regent's requirement. There are three areas of articulation agreements, Criminal Science, Hospitality and Tourism Mgmt, and Healthcare Administration

Reminders

Some members of the Academic Council are going to be invited and/or asked to participate in the Recruitment and Retention Forum the first week of March.

February 1, 1-2 p.m. in the UC, Amblin will be on campus to gather information about housing they will be building on campus. They will meet with students, faculty and staff.

HLC – March 25-27. Be sure to have the date marked on your calendar. They may want to meet with you at any time.

Dr. Tom Jackson will be sending out the Title 3 grant information.

The next Academic Council will be February 8 and February 29.

**NORTHEASTERN STATE UNIVERSITY
COUNCIL OF ACADEMIC ADMINISTRATORS**

Minutes of the Spring Retreat, January 4, 2012

The Council of Academic Administrators met for their spring retreat on January 4, 2012 in the Webb Tower. The following attended Dr. Janet Bahr, Dr. Richard Carhart, Dr. Mike Chanslor, Dr. Roger Collier, Dr. Denise Deason-Toyne, Ms. Bonnie Dickson, Ms. Rachel Farinelli, Dr. Phyllis Fife, Dr. Pam Fly, Dr. Pam Hathorn, Dr. Tom Jackson, Dr. Christee Jenlink, Dr. Cari Keller, Dr. Tim McElroy, Dr. Doug Penisten, Mr. Jerrett Phillips, Dr. Martin Venneman, Dr. Linda West, Dr. Louis White and Dr. Martin Tadlock.

Budget Update – Dr. Martin Tadlock, Provost/VP for Academic Affairs

There will be a possible 1.8 million state budget reduction. NSU will consider how to address this. At this time the carry over money will be used along with the elimination of some positions. Departments need to consider the value of positions that have been unfilled for long periods of time. There will be a recommendation of a 3-5% tuition increase.

Enrollment Management – Mr. Jerrett Phillips, Interim Exec Director of Enrollment Management

The Office of High School and College Relations has been active in recruitment. They have visited over 100 area high schools and have sponsored many recruiting events, such as College Fair, RiverHawk Rally and the PLC Leadership Conference. They have also initiated communication and follow-up with area high school students. The Transfer Office has continued to facilitate the SmartChoice agreements and is visiting many of the community college partners. The Hobsons Client Relationship system is in the third and final year of the contract. The funding for this will need to be considered and it is recommended this contract be renewed. If the Hobsons' contract is renewed, its uses will be expanded and used more in communication with transfer students. The early alert system MapWorks is in the second year, third semester, of use by faculty. Each year the number has increased due to more faculty participation. The MapWorks system is tied to newly awarded grants and is recommended for future funding. Graduation and Commencement will be different once the new multipurpose arena is built. First Year Experience will be examining what role it will play in the Student Success, Title III grant and the Indigenous Scholar Development grant.

The Student Success Team is developing an emerging model and will present the plan to the Cabinet. The Title III grant director's search is complete. The Title III grant will provide 1.8 million to use for advising and retention of at risk and disadvantage students. It is expected that the grants' efforts continue after the five years of the funding. An executive summary of the grant is available and will be sent the Council. There will be more emphasis on career development and this department will expand, due the recent credit hour fee that has been established. Enrollment Management will be meeting with the Associate Deans and Department

Chairs for more uses of communication with the Hobsons software. The attendance of the faculty at recruitment events is very important and can be a major component in the recruitment of students. It was suggested to provide a schedule of the events in advance and to place more focus on the academic side, such as programs and majors.

HLC – Dr. Tom Jackson, Assistant Vice President for Research & Sponsored Programs and Dean of Graduate Programs

The complete draft of the HLC self study should be completed this week and available online for viewing. There has been a small delay in the electronic resource room and electronic forms. The faculty data sheets and syllabi for the last three years are due January 14, 2012. The final report to HLC is due in two weeks. The HLC visitation will take place on March 25-27, 2012. Please keep schedules open as they may want to visit with the Academic Council and familiarize yourself with the HLC report, particularly the strengths and concerns of NSU. Dr. Tadlock told the Council to make HLC a priority.

Assessment Academy – Dr. Tom Jackson, Assistant Vice President for Research & Sponsored Programs and Dean of Graduate Programs

The Assessment Academy is in its second year of examining student learning outcomes. The Academy will be more visible to everyone in the upcoming year. The group is conducting research on the comparison of the old and new general education programs. They will be collecting data and synthesizing general education curriculum, capstone and assessment.

Red Balloon Project – Dr. Cari Keller, Committee Chair and Chair of the Department Chairs

The Red Balloon Project is focused on the learning outcomes that NSU would like students to demonstrate upon completion of their degree (B.S. or B.A.). This focus is based on the Lumina Foundation student outcomes initiative. Possible funding through Lumina Foundation is available. The student outcomes would be measured in five areas: 1) intellectual skills 2) broad integrative knowledge 3) specialized knowledge 4) applied learning and 5) civic learning. The next task is to develop a method to assess these outcomes. The assessment would need to reflect the national standard. There are also specific indicators at NSU that need to be determined. The Red Balloon group has representatives from the general education committee, the student learning coordinators, deans and department chairs.

Academic Prioritization – Dr. Martin Tadlock, Provost/VP for Academic Affairs

Dr. Tadlock suggested that the categories used in defining the academic priorities, revise, hold, and grow, may need to be reconsidered. It was questioned as to why productive programs were categorized as “hold” instead of “grow”. Dr. Tadlock will meet with each of the deans next month to revisit the decision on how to categorize their programs. It was stated that a lack of marketing is a strong issue related to the growth of the program and the retention of students. Dr. Fly will be facilitating a marketing committee and that will focus on recruitment. Dr. Tadlock reminded the Council that the number one marketing tool is the relationship of instructors and students in the classroom.

College of Extended Learning – Dr. Christee Jenlink, Interim Dean, College of Extended Learning and Dean, Broken Arrow Campus

Dr. Jenlink reviewed the degrees and certifications available through the College of Extended Learning and updated the Council on the College's progress. It was expressed that the revenue information for these accounts is not available. Dr. Tadlock will meet with the Budget Director to discuss this. Dr. Jenlink communicated that the community has expressed a need for these types of degrees and certifications. The next step is to correct misconceptions of the College of Extended Learning. These steps will be to address the issue of the quality of education and the issue of the revenue sharing process.

International Efforts – Dr. Richard Carhart, Executive Director of International Programs

Dr. Carhart reviewed the profile of the international student and stressed the financial impact an international student has on the university. There will be ten students from India arriving at the end of this week to complete their MBA at NSU.

Dean Search Update – Committee Chairs

Dr. Pam Hathorn distributed information for the campus interviews for the Liberal Art dean candidates. Dr. Louis White reported that the dean search for the College of Education has been narrowed down by phone interviews and hopes to have a new dean by July. Dr. Jackson reported on the dean search for the College of Business and Technology. The committee has narrowed the list down to six, tier one applicants.

The UPC and Regional Center item on the agenda will be moved to the next Academic Council meeting.