Agenda
Academic Council Meeting
February 3, 2016
7:45 a.m., LHH 302

I. Reminders:
   A. Faculty Credentialing
      1. What is the minimum qualifications threshold for specific programs?
      2. Review language from NMSU for emergency hire: http://hr.nmsu.edu/toolkits/term-staff/#conditions (Tim Pinnow)
      3. Submissions from departments – attached
   B. February 1: Department-level retention strategies progress – updates in R drive
   C. AP and IB cut scores – update from CCHE (Steve Werman) – due February 1st
   D. Potential online programs list
   E. What designation (e.g., stole, medal) at future commencements for honors students? University-wide option or program/department specific?
   F. Deadlines for Updates to Academic Program Documents
      1. Program sheets group 1 (no curriculum changes): Send to academic departments for review: Tuesday, 2/9/16; deadline for academic departments to respond: Thursday, 2/18/16.
      2. Program sheets group 2 (with curriculum changes): Send to academic departments for review: Tuesday, 3/8/16; deadline for academic departments to respond: Thursday, 3/24/16.
      3. Course Matrix: Send to academic departments for review: Thursday, 3/24/16; deadline for academic departments to respond: Thursday, 4/7/16.
      4. Catalog programs of study section: Send to academic departments for review: Thursday, 3/24/16; deadline for academic departments to respond: Thursday, 4/7/16
         - also includes any updates to academic program overviews?
   G. Faculty Evaluation Deadlines:
      • March 4 (Friday) – Faculty evaluations/plans
      • March 11 (Friday) – Department head evaluations/plans
      • March 18 (Friday) – Exemplary faculty nominations to AA, submitted electronically (only), followed by:
         o March 28 – AA distributes nominations and scoring sheet to DHs
         o April 6 – DHs return scoring sheet to AA
         o April 11 – AA distributes scoring summary to DHs for discussion on 4/13
      • April 1 (Friday) – Academic affairs staff evaluations/plans

II. DegreeWorks and going paperless (Holly Teal)

III. Trial courses for a 3-week Early Alert

IV. Department Head Manual

V. Overview of academic programs (April 15)

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<u>Upcoming Dates and Deadlines</u>
Next Academic Council meeting: February 17 @ 7:45 a.m., LHH 302