

**Agenda**  
**Academic Council Meeting**  
**February 4, 2015**  
**7:45 a.m., LHH 302**

1. Updates:
  - a. Retention and enrollments
  - b. Updates to vita template
  - c. Honor's brochure (see attachment, especially page 2)
  - d. Emeritus Faculty nominees (see notes below)
  - e. Campus Safety Training coordinated through Student Services (afternoon of March 3 and morning of March 4)
  
2. Program sheet changes for two-year programs (Steve Werman and Kurt Haas) (see attachment)
  
3. Two-Year Course Planning Matrix
  
4. Internships and U.S. Department of Labor (see attachment)
  
5. Request
  - a. Advising – department criteria
  - b. Syllabus language – good examples of items for faculty to possibly include
  
6. Transfer evaluation self-service demonstration (Holly Teal)
  
7. Search update

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Upcoming Dates and Deadlines

Next Academic Council meeting: February 18, 7:45 a.m., LHH 302  
2015 Student Showcase: March 4 (application due date); April 24 (Showcase date)

**Guidelines for Emeritus Faculty Award**

Emeritus Faculty status shall be based on high standards of professional performance at the University over time. It is not an automatic award granted to all retirees. All faculty members who have completed ten (10) continuous years or more of full-time service at the University shall be eligible at the time of their retirement to be considered for emeritus title. All those given emeritus status shall be granted the title “Emeritus Professor” regardless of previous rank.

During the fall semester of each academic year, each department head shall survey their faculty to determine retirement and emeritus requests. Any faculty requesting emeritus status shall forward a letter of request and current curriculum vitae to the department head. The department head shall then request a vote

of the department's faculty. Posthumous awards should be initiated by the department head. Results of the vote and all documents shall be forwarded to the Distinguished Faculty Committee who shall also vote. Voting results of both department and Distinguished Faculty Committee shall be further reported as either positive or negative majority without detail.

The results of the Distinguished Faculty Committee vote and all submitted documentation shall be forwarded to the Vice President for Academic Affairs and subsequently to the President and then to the Trustees. Emeritus status from the University may be granted only upon recommendation by the President and approval by the Trustees. It cannot be granted to faculty in transitional retirement.

December 1: Completion of departmental survey by department head.

January 21: Applicant submittal of letter and curriculum vitae to department head.

**February 1: Completion of departmental voting and submittal of results to the Distinguished Faculty Committee.**

March 1: Completion of voting by Distinguished Faculty Award Committee and submittal of results to the Vice President and Trustees of the University.