

Agenda
Academic Council Meeting
February 17, 2016
7:45 a.m., LHH 302

- I. Reminders:
 - A. Faculty Credentialing
 - 1. What is the minimum qualifications threshold for specific programs?
 - 2. Submissions from departments (see submissions in R drive)
 - B. Online programming (Gillian McKnight-Tutein)
 - C. Medal for graduating honors students. A CMU crest is planned for one side. What should be on the other side that would not get dated? Image? Words? (Suzie Garner; Araan Schmidt)
 - D. Trial courses for a 3-week Early Alert
 - E. Deadlines for updates of academic documents and evaluation processes (see below)
 - F. Potential additional fall enrollments due to addition of several Civil Engineering courses: CHEM 151; CSCI 130; MATH 135, 136, 236, 253; ENGL 425; PHYS 131, 132; SOCI 120
 - G. Addition to Handbook proposed change
 - H. Three-year Assessment Progress Report (Bette Schans)
- II. Facility Sustainability Update – tab 1 (buildings) (attached) – posted in R drive in Department Head folder under file name of Sustainability; add project description followed by academic department abbreviation in parentheses in column D at bottom of spreadsheet; due March 1
- III. Department Head Manual (see previous meeting's message for copy) - How to make it more "how to?" What stays? What goes? What's missing? What do I know now that I wish I knew when I started?
- IV. Overview of academic programs (April 15) - What should the elements/format be?
- V. Which department heads to receive feedback in September 2016 (pending Trustee approval of Handbook addition)

Upcoming Dates and Deadlines

Next Academic Council meeting: March 2 @ 7:45 a.m., LHH 302

Deadlines for Updates to Academic Program Documents

- 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.

- 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.
- Course Matrix: Send to academic departments for review: Thursday, 3/24/16; deadline for academic departments to respond: Thursday, 4/7/16.
- 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.

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:
 - March 28 – AA distributes nominations and scoring sheet to DHs
 - April 6 – DHs return scoring sheet to AA
 - April 11 – AA distributes scoring summary to DHs for discussion on 4/13
- April 1 (Friday) – Academic affairs staff evaluations/plans