

**Agenda**  
**Academic Council Meeting**  
**March 2, 2016**  
**7:45 a.m., LHH 302**

**I. Reminders:**

- A. 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)
- B. Deadlines for updates of academic documents and evaluation process (see below)
- C. Facility Sustainability Update - due March 1; please note department with request
- D. Overview of academic programs - due April 15
- E. Next meeting date
- F. Faculty Credentialing - see attached
- G. Department Head Manual - 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? – insert into R drive document (following the Table of Contents) by March 23
  - 1. Budgets: Russ and Denise
  - 2. Program Review and Assessment: Bette and Jessica
  - 3. Curriculum: Deb and Calvin
  - 4. Course Scheduling: Lori and Jill
  - 5. Strategic Planning (Institutional level): Carol
  - 6. Position Planning and Faculty Hiring: Carol
  - 7. Faculty Evaluation Process: Carol
  - 8. Contract Prep Process: Annette and JoAnne
  - 9. Processing Petitions to Graduate: ????
  - 10. Banner: ????
  - 11. Student Issues and Students of Concern: ????
  - 12. Student Recruitment and Retention: ????
  - 13. Policy Resources and Legalities: ????
  - 14. Position Expectations, Department Head Evaluation and Faculty Feedback Process: ????
  - 15. Other: ????

**II. To Be Scheduled in April/early May**

- A. Department Head Evaluations
- B. Department Visits

**III. Faculty Effort Allocation**

**IV. Student Showcase Judges (name and email address needed)**

\*\*\*\*\*

Upcoming Dates and Deadlines

March 23: DH manual sections due

Next Academic Council meeting: April 6 @ 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