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)

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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.
  o 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:
  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