CMU Academic Affairs Council
Agenda November 1, 2017
3:00-5:00 pm, UC 213

Info Items & Updates -Announcements/Reminders/Air-time & Action Issues

HLC Visit readiness – see attached

Commencement Script – student stories needed
   Name, home town
   Major & GPA
   Notable academic accomplishments
   Human Interest

Admissions Recruiting “filters” conversation and ideas (3:30-4ish)

Facilities and room access issues:
The electronic lock system - doors with electronic locks may be different than “all doors” Reminder to faculty to maybe check a 2nd door if the regular one is locked.
   Timing issue: If the schedule shows a class time of 8-5, we would likely open doors around 7:30. If for some reason the professor is wanting to be in the room at 7 to set up, then the building might still be locked.
   • Find a way to post the “desired access time” if it is earlier than 30 min prior to class
   • Have professors in these weekend situations reach out to facilities directly on Friday to confirm when they want the room open
Have number of facilities folks on hand for “off-hour” classes

Handbook/Manual and Guide Updates
Professional Personnel Employment Handbook: Head’s-up: Items considering this year...
   - Eval Criteria & Teaching “effectiveness” BOT commentary re: inclusiveness of “effectiveness” (section IV & Section III – need to inc “clinical”)
      Include “clinical”
      Include vitae updates in existing process
Faculty Rank & Special Appointments (Section III)
   Clinical Faculty model
   Adjunct faculty/researchers = Lecturers
   Visiting faculty/researchers = expanded definition and clarification
P&T Faculty Senate ad hoc committee work
Misc clean-up/clarification items

Academic Units & Leadership Reports, Commentary, etc.
AVPAA: Dr. Kurt Haas
AVPAA: Mr. Tim Pinnow
AVPAA: Dr. Sonia Brandon (OIRPDS)
WCCC: Ms. Chris Murphy
Montrose: Dr. Gary Ratcliff
Assessment & Accreditation Support: Dr. Bette Schans
Library: Ms. Sylvia Rael
Registrar: Ms. Holly Teal
Sponsored Programs: Dr. Louis Nadelson

Academic Departments/ADHs &/or Director
Music – Dr. Calvin Hofer
SBS – Dr. Jessica Herrick

Dates & Deadlines/2017-2018 Meetings: UC 213, 3:00-5:00 pm
Nov 15 (WCCC room BB171); Dec 6 & 13; January 24; Feb 7 & 21; March 7 & 21; Apr 4 & 18;
May 2 & 9