

**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 2<sup>nd</sup> 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)**

## Academic Affairs Council Agenda

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