

## ACADEMIC COUNCIL

April 28, 2008

Library Room 104

4:00-5:30

**Those present:** Dr. Frank Novotny, Dr. Ed Crowther, Professor Margaret Doell, Dr. Carol Guerrero-Murphy, Dr. Kurt Keiser, Dr. Bill Lipke, Dr. Michael Martin, Dr. Matt Nehring, and Dr. Aida Sahud

**Absent:** Dr. Kim Kelso, Dr. Anthony Laker, Dr. Mary Valerio, Dr. Susan Varhely, and Dr. Brent Ybarrondo

### **Action Items:**

Approval of April 14, 2008 Minutes

Minutes were approved as written.

### **Additional Agenda Item:**

Update item B to read “enrollment management and cabinet – elect representative”

### **Discussion Items:**

Policies –can address minor issues through e-mail prior to meeting

Professor Doell stated that she had not received any e-mails addressing minor issues. Dr. Nehring brought to the table for discussion the following policies:

- 1) Technical Failure (TF) Grade
- 2) Incompletes
- 3) Repeating Courses
- 4) GPA/Required Grades
- 5) Minor Completion

It was agreed by all present to request the following changes:

Technical Failure (TF) Grade – I. POLICY – “...TF indicates that the student ceased attendance and failed to...” should be changed to “...TF indicates that the student ceased attendance prior to the withdraw date and failed to complete the course objectives but did not officially withdraw from the course.”

Incompletes – IV. PROCEDURES A – delete “such as documented illness, a death or emergency in the immediate family, or travel for a college sports team”

GPA/Required Grades – IV. PROCEDURES B – change “C” to “C-“and under V. RESPONSIBILITY change “C” to “C-“

There were some questions raised regarding the “Repeating Courses” and “Minor completion” policies. Is there information in Banner on minors? Can IR provide reports on minors? When a student repeats a course is the first course still figured into the student GPA? Does a student need to request a GPA update in order to have the first course removed from the GPA calculation? Dr. Novotny will speak with the Registrar’s office and IR for answers to these questions.

### Enrollment Management and Cabinet Representatives

The Enrollment Management Team meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month from 2:00 – 3:00 in the Presidents Conference Room. Once we have a representative his or her name will be added to an e-mail list. Dr. Mumper developed a plan to reduce the present Cabinet membership by 3 and add a

representative from Academic Council. A vote on this plan will take place on May 7<sup>th</sup>. Dr. Novotny stated that Dr. Mumper suggested that the AC select a representative to Cabinet in anticipation of approval of the plan so the representative would be ready to attend the May 21<sup>st</sup> meeting. Cabinet meets the 1st and 3rd Wednesdays of each month at 2:30 – 4:00 in the library room 104. It has been asked that the AC representative not be from the same former school as the Faculty Senate President. Send nominations by e-mail to Dr. Novotny and a vote will be held. It was also suggested that an appointment should be for two years.

### General Education

It was agreed by all present that Area IV. Social and Behavioral Sciences/History should require 12 credit hours rather than the now required 9 credit hours. Dr. Novotny will contact the state for clarification and if the credit hours can not be added to area IV then the additional credits could become a graduation requirement. Dr. Novotny will also contact GECC. The requested change would require a faculty vote which could take place fall 08 and if approved would be affective spring 09.

### Summer – Canceling Low Enrolled Courses

Dr. Novotny stated that we need a set policy in place for canceling low enrolled classes. Right now we use 10 students for undergraduate courses and 6 students for graduate courses and this works for spring and fall. It was agreed that Dr. Guerrero-Murphy would draft a letter that will be sent out to all students through e-mail the Thursday before graduation letting them know that they need to register for May session classes. This letter will also show up on the Portal. It was suggested that classes with 5 or less students enrolled should become questionable. Dr. Novotny will take a look at enrollment, at the end of the day, on the Thursday before classes start and those with low enrollments will be canceled but if chairs wish to make an argument to keep the class they may do so. One day work-shops will be left alone and some areas such as Nursing, Teacher Education, Master Cohorts, and the Art Graduate Program will not be affected by the minimum enrollment number. This process will also be put into place for the June session. A master plan or a better way to distribute classes in summer is needed.

### Mission/Vision

The following books are available:

“Making Vision Stick”

“Leadership Gold”

“The Three Signs of a Miserable Job”

“Rules of the Red Rubber Ball”

“The Traveler’s Gift: Seven Decisions That Determine Personal Success”

Dr. Novotny would like your thoughts on vision and moving forward and if you need one let Dr. Novotny know. Mission/Vision will be an agenda item starting fall 08.

### Capital Fee Scholarship Committee Update (Margaret Doell)

Professor Doell gave an update on the Capital Fee Scholarship Committee which she is a member of.

Some of the highlights are listed below:

For fall 08 there is \$68,000 and this has been split between graduate and undergraduate, 50% for each.

The amount for the next year should almost double.

The foundation is more and more leery about putting their money into scholarship. There is little money in unrestricted funds.

Future Committee will determine the procedures and is working with the provost.

The Committee has 3 faculty members, Faculty Senate President, and Dr. McCartney.

Informational Items From Areas

Professor Doell announced that “Redefined”, the Senior Exhibition is taking place right now in the Cloyde Snook Gallery and the closing reception will be on Friday, May 9<sup>th</sup> from 4PM to 6PM.

Dr. Lipke stated that his area has had 7 events in the last 7 days.

Dr. Guerrero-Murphy mentioned that 12 people from Adams State would be participating in the Title V CELT training and retreat in May, with the President having funded the applicants beyond the 5 allocated in the grant. Additionally, she noted that the grant continues another two years, but that we are now allowed to write a new Title V grant application. Title V is designated to support capacity building of Hispanic-serving institutions. Dr. Novotny followed up by saying there was an interim grant call for proposals that related to math and science.

The meeting adjourned at 5:10PM

Respectfully submitted by,

Dodie Day

Administrative Assistant