

MINUTES

ACADEMIC COUNCIL MINUTES

The Academic Council met at 2:00 p.m., Wednesday, November 28th, 2018 in the president's conference room. The meeting was called to order by Dr. Kay Daigle.

The following voting members were present:

Dr. Kitty CampbellMngt/Mkt/Acct/Fin
Dr. Teresa Golden..... Biological Sciences
Dr. Jennifer Hicks..... Behavioral Sciences
Dr. Stewart Mayers..... Education, Instruction and Leadership
Dr. Stan Alluisi..... Aviation Management
Dr. Charles Matthews..... Mathematics
Dr. Jeremy Blackwood Music
Dr. Kay Daigle Kinesiology
Dr. Tim Smith Computer, Chemistry and Physical Sciences
Dr. Randy Prus..... English, Humanities, & Languages
Dr. Chris Bradshaw Safety

The following ex-officio members were present:

Dr. Bryon Clark
Guest: Dr. Tim Boatmun

Approval of Minutes

A motion to approve the minutes as amended from the October 10th, 2018 meetings with corrections was made by Charles Matthews, seconded by Stan Alluisi. The motion carried unanimously.

The following curricular changes were forwarded from the Teacher Education Council, Curriculum Committee, and/or Graduate Council for consideration by the Academic Council. Action taken is indicated after each item.

Recommendations from Graduate Council

*School of Education and Behavioral Sciences
Department of Educational Instruction and Leadership*

New Courses (TE 10-25-18; GC: 11-13-18)
ESL 5103 Foundations of ESL Education
ESL 5203 Languages and Culture
ESL 5303 ESL Methods, Materials and Assessments

Program Modification (TE 10-25-18; GC: 11-13-18)
Master of Education in Curriculum and Instruction (110) – add a new option; English as a Second Language. No change in total hours.

The motion to approve was made by Charles Matthews and seconded by Stewart Mayers. The motion passed unanimously.

New Courses (TE 10-25-18; GC: 11-13-18)
THTR 5363 Acting Theory in American
THTR 5373 Approaching to Directing

Program Modification (TE 10-25-18; GC: 11-13-18)
Master of Education in Curriculum and Instruction (110) – add a new option; Theatre Pedagogy. No change in total hours.

The motion to approve was made by Charles Matthews and seconded by Randy Prus. The motion passed unanimously.

Additional Minutes from the Academic Council Meeting:

Tim Boatmun addressed the council and presented an adjunct form. The form is a template that can be used with adjuncts to document responsibilities associated with the assignment. An electronic copy is available upon request and can be edited to meet individual departmental needs. Please send any changes to Tim.

Tim also shared current enrollment data showing comparisons among OK regional institutions. During this discussion it was noted that ECU has signed with Learning House, an online program manager similar to Academic Partners. A list of programs was provided on 11/29/18. Additionally, Tim shared DFW rate comparisons between accelerated courses and other formats. It was acknowledged that the data for the accelerated courses only represented one data point. More investigation is needed.

Kay Daigle reported that she received an email from April Lehrling requesting that some questions related to stress be added to the course evaluations. It was suggested that April be invited to the next council meeting to present her questions and request.

Kay Daigle also announced that a QM rubric training workshop will be held on January 10 from 8:30-4:30.

VP Clark stated a concern with assignments being due during Thanksgiving week. It was the purpose of this week to give everyone a break. He requested that no assignments be given during break weeks (Thanksgiving and Spring) because students do not have technical support. There was some discussion regarding the weekend prior to the break week and students receiving technical support from CIDT. It was requested by some council members that CIDT offer support through Sunday evening to prevent a shortened week, especially with accelerated courses.

The meeting adjourned at 3:35 pm

Adjunct Confirmation Form

Adjunct Name: _____

Course: _____

Delivery Format: _____

Class Limit/Expected Enrollment: _____

Dates of Course: _____

Expected Pay: _____

Minimum Expectations

Six-weeks before class starts:

- Book is selected and information given to book store.
- If online course, Quality Matters training completed (only done once)
- Chair/Program Coordinator will send sample syllabus of the course to instructor
- SE Email & Campus Connect

One-week before class starts:

- Syllabus is posted to Blackboard
- Course introductory folder and weekly folders are populated
- Class will be made available to students

First or Second Week of Class:

- Verify Attendance* See Academic Calendar.

Weekly:

- Update grades and provide feedback

Monthly:

- Complete Early Alert Reports (EAR). See Academic Calendar.

Week after class is over:

- Submit final grades*

*A faculty member's failure to complete these tasks by the due date delays the University from distributing financial aid, posting grades, and conferring degrees. The delays create a significant hardship for students and staff. Our system must do these simultaneously and one course impacts the entire system.

If for some reason I am unable to meet any of these expectations, I will notify the Chair/Program Coordinator as soon as possible.

Chair/Program Coordinator

Adjunct Faculty Member

This is not a contract. The course may be cancelled or have an instructor change.