

ACADEMIC COUNCIL

Minutes

September 28, 2023

Present: Vicki Bingham, Edwin Craft, Emily Dabney, Ellen Green, Leslie Griffin, Tomeka Harbin, David Hebert, Chris Jurgenson, Kristen Land, Joi Phillips, Merideth Van Namen, Josie Welsh

Absent: James Gerald

Guests:

Call to order: A regular meeting of the Academic Council was held in the Janice Wyatt Conference Room on September 28, 2023. The meeting convened at 8:32 AM with Leslie Griffin presiding.

Agenda item	Comments/Discussion	Action taken	Responsible party
Approval of Agenda	Motion to approve the agenda was made by Vicki Bingham and seconded by Merideth Van Namen. All in favor.	Approved.	
Approval of Minutes	Motion to approve the minutes of the September 14, 2023, meeting with suggested edits was made by Vicki Bingham and seconded by Tomeka Harbin. All in favor. Motion to approve the minutes of the electronic voting was made by Chris Jurgenson and seconded by Vicki Bingham. All in favor.	Approved.	
Informational Item:			
Provost's Update	Interim Provost Griffin provided the following updates: <ul style="list-style-type: none">- The 2024-2025 Academic Calendar was approved by Cabinet on Monday, as well as additional edits to the 2023-2024 Academic Calendar.- Due to the provisional certification status from IHL's late submission of the annual audit, the Department of Education requires teach-out plans to be developed for all programs. Before those programs can be developed, a Teach-Out Policy must be drafted by the end of this semester.		Leslie Griffin
Cabinet Update	Ellen Green provided updates from the most recent Cabinet meetings.		Ellen Green
Faculty Senate Update	Chris Jurgenson provided the following Faculty Senate updates: <ul style="list-style-type: none">- President Ennis attended a Faculty Senate meeting to discuss program reviews with the body and answer other questions.- The provisional certification status and its consequences were explained to Faculty Senate.		Christopher Jurgenson

	<ul style="list-style-type: none"> - Interim Provost Griffin attended a Faculty Senate meeting to discuss the drafts of the calendars and answered other questions as well. - The Secretary and two Chair positions were filled, as well as two parliamentarians were appointed. - Faculty Senate is working on a resolution regarding overloads and how overloads are paid. - Andrew Wegmann will be creating a template for the Faculty Handbook that he will share with Faculty Senate upon its completion. - Andrea Kunze compiled a document of guidelines for student course evaluations in hopes of increasing responses. 		
Institutional Effectiveness and Planning Update	<p>Josie Welsh provided upcoming dates/deadlines:</p> <ul style="list-style-type: none"> - Focus Report and QEP are both due February 28, 2024. - The onsite visit will be April 15 through 18th, 2024. <p>Thursday, October 5th at 3:00 PM, the FCTL will host a meeting with chairs and program coordinators, and both Josie Welsh and Leslie Griffin will attend. This meeting will provide clarity on student learning achievements and strategic planning assistance. Future support meetings are also in the works, tentatively on Fridays from 11:30 to 1:30 in the FCTL. Leslie Griffin encouraged deans to communicate this information to chairs and faculty and ask that they be active at the available support meetings. More details about these support opportunities are forthcoming.</p>		Josie Welsh
Opportunities for Continuous Improvement:			
Action Items:			
OLD BUSINESS: Faculty Engagement/Engaged Educator Awards	There was unanimous consent to continue the practice as-is for this year. In the meantime, Faculty Senate can begin working on a proposal on what changes they would like to see for next year's awards.		Josie Welsh
NEW BUSINESS: Professional Development Proposals	<p>Proposals for the Bryce Griffis and Kent & Janice Wyatt professional development funds were reviewed.</p> <p>Motion to approve proposals for the Bryce Griffis funding was made by Chris Jurgenson and seconded by Merideth Van Namen. 10-approved, 0-nay, 0-abstention. Motion carried.</p> <p>Motion to approve proposals for the Kent & Janice Wyatt funding was made by Chris Jurgenson and seconded by Vicki Bingham. 10-approved, 0-nay, 0-abstention. Motion carried.</p>	Approved.	
NEW BUSINESS: Academic	Joi Phillips presented the first reading of the Academic Improvement Plan		Joi Phillips

Improvement Plan	<p>form. It was recommended to add the status of “probation” or “suspension” to the form, the term the standing changed, and the number of times on suspension to the advisor’s section of the form. Motion to approve the first reading of the Academic Improvement Plan form was made by Ellen Green and seconded by Vicki Bingham. 10-approved, 0-nay, 0-abstention. Motion carried.</p> <p>Emily Dabney will work with OIT to create a report of who should receive notification of the Academic Improvement Plan. Ellen Green would be interested to see a form like this for graduate-level students. Kristen Land will collaborate with Joi’s committee to prepare the form for a second reading. The Academic Standing policy will need to be edited to include this form in this policy.</p>		
Discussion:			
First Day Complete	Leslie Griffin shared that there is a communication issue with First Day Complete; students do not always realize the deadlines for opting in and lose access to their textbooks. Other concerns regarding First Day Complete include navigation and opting out.		
Update from T&P Committee	<p>The T&P committee proposed a short-term practice to follow this academic year for providing all tenure/promotion and pre-tenure/pre-promotion candidates with access to their electronic portfolios. Dr. Griffin requested that the committee continue to meet to make refinements.</p> <p>*Action took place and finalized electronically the following day.</p>		
Announcements:	<ul style="list-style-type: none"> • Kent Wyatt Lecture @ 11:45 AM today. • COEHS Educator Prep Conference – today and tomorrow. • Fall Break – October 12th and 13th • Midterm – October 2nd 		
Adjourned:	10:53 AM		
Next Meeting:	Thursday, October 12, 2023, @ 8:30 AM.		