

Academic Affairs Council
November 7, 2012

- **Instructor Supplied Questions in Course Evaluations** Sandy Turner
Sandy and Rich Barnhart announced that the new instructor-supplied questions in course evaluation called "Survey Dig", went live yesterday. Instructors can build as many questions as they choose, can be open ended, likeable scale, drop down lists. explained various advantages to new survey tool.
- **Policies** Judy Abbott
 - Advanced Placement Guidelines (A-7)**
Minor changes, approved by committee.
 - Alumni Association Distinguished Professor Award (A-16)**
Dr. Abbott reviewed with Alumni before bringing to this committee. No changes to substance, policy approved by AAC.
 - Library Gifts (A-25)**
Director of Library is member of policy committee and reviewed the changes, policy approved by AAC.
 - Meeting and Conducting Classes (A-31)**
No substantive changes - trying to be consistent with language across all policies, policy approved by AAC.
 - Oral English Proficiency Program (A-35.1)**
Worked with Dr. Murphy, no substantive change. However question about SPEAK test, who will administer? policy will be tabled.
 - Grade Reporting (A-41)**
After some discussion it was agreed to table this policy and consider combining with other semester grade reporting, policy will be tabled.
 - Transfer Admission (A-44)**
Concerns raised regarding transfer appeal, needed some changes to wording. Committee agreed that we need to look at those transfer credits that are not regionally accredited, we receive more and more international students, suggest looking at wording for this on this policy and A-45 transfer credits. This will be returned to the policy committee to look at wording "regionally accredited" should still be listed but there needs to be an appeal process. May also want to look at combining these two policies. Policy will be tabled.
 - Transfer Credits (A-45)**
Suggestion to combine policy (see above), policy will be tabled.
 - Second Baccalaureate Degrees (A-73)**
No substantive change, clarify conditions and make language more precise. Policy approved.
 - Emeritus (E-14A)**
This policy was reviewed rather recently but was requested for early Review as a result of a faculty request. There are substantive changes

Trying to open up policy for Emeritus at SFA, want to look at faculty and librarians who have contributed to the university, not necessarily been her 15 years. Suggestion to change to 5 years service, and add in recognition at commencement ceremony. There was some discussion on opening Emeritus up to other ranks, it was agreed that we need input from faculty, this policy will be posted online for comment after the deans have talked to chairs and faculty. The policy committee will get feedback by college. Policy tabled.

- CAPP Evaluation
Dr. Berry reported that we continue to work on improving this.
- Gifts
Dr. Berry reminded the committee of the policy C-58 Gifts, Prizes and Awards, which details university policy for purchasing gifts. Any gift for an employee must not be purchased using state funds, and must be under \$100 unless approved by Provost before the purchase is made.
- Emergency Contact List for Academic Affairs Buildings
Emergency contact list was distributed, the committee were asked to check and report back any changes.
- Surplus Pick-Up
Dr. Berry reminded the committee to make use of the computer surplus pick-up that was emailed last week, he encouraged everyone to surplus old machines and equipment.
- Showcase Saturday
Saturday November, 10.

DEANS ONLY

- En Bloc Monique Cossich
Monique reported that following the last discussion concerning En Bloc we hoped to have reports ready for departments to run in fall, but we ran into a problem with coding. Admissions will provide registrar office with new numbering for 100/200 courses, and will use place holder system for transferring credits. Internal deadline ready by Spring semester, 2013 by twelfth class day. We are a semester behind but have good input from workgroup set up.
- Intent to graduate process working very well.
- We have received emails from Lone Star College, one of our feeder schools, Monique advised she could send counsellors with faculty visiting there and will pay for travel. Asked chairs to contact their counterpart at community colleges, to aid with recruiting.
- Core Curriculum Larry King
- Core curriculum assessment committee have been hard at work putting together assessment for new core based on guidelines from Coordinating

Board. CB will be much more intrusive about how we offer and maintain our core.

Dr. King shared a draft of the new assessment plan and reviewed the changes with the deans, an implementation schedule is listed, using multiple means to measure the core. After talking to other universities in Texas it seems we are in line with what they are moving toward.

The Core curriculum advisory committee is hard at work and has lots to do, Dr. Brunson and Dr. King are ex-officio members.

The deans requested an electronic copy of the plan, Dr. King stressed it is still only a DRAFT.

Dr. Berry said we must continue to assess , we currently have some core courses that have never been assessed. Dr. Berry made it very clear at we will cease to offer those courses for core credit next spring if they are not assessed.

- Announcements:
International Education Week starts November 12 with food festival on Thursday.
- An attendance report for new faculty training from TEC shows we have eight faculty members who did not attend the last session. The deans were asked to remind new faculty that this is mandatory and part of their contract and should also be reflected in evaluations.
- College fair for eighth graders from NHS will be held on November 13, this is a collaboration between the College of Education, The Chamber of Commerce and NEDCO.
- President's picnic will be held this afternoon from 4pm - 6pm.
- Date of Next Meeting
Deans Council, November 2, 2012
Academic Affairs Council, December 5, 2012.