

Rogers State University

Academic Council Meeting Minutes

Friday, September 14, 2012

The Academic Council met at 1:30 pm on Friday, September 14, 2012, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Sherry Alexander	Director, Pryor Campus
David Barron	Executive Director, Enrollment Management
Dr. Richard Beck	Vice President for Academic Affairs
Dr. Jerry Bowen	Interim Department Head, Biology
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. James Ford	President, Faculty Senate
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Bruce Garrison	Dean, School of Business and Technology
Dr. Jeff Gentry	Department Head, Communications
Dr. Frank Grabowski	Interim Department Head, English and Humanities
Dr. Jamie Graham	Department Head, Mathematics and Physical Sciences
Dr. Myra Haulmark	Director, Center for Teaching and Learning
Dr. Ken Hicks	Department Head, History and Political Science
Alan Lawless	Director, Stratton Taylor Library
Dr. Abe Marrero	Department Head, Psychology, Sociology and Criminal Justice
Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences
Dr. Mary Millikin	Assistant Vice President for Accountability and Academics
Professor Gary Moeller	Department Head, Fine Arts
Dr. Bert Tollison	Department Head, Business
GUEST	Dr. Steve Housel, Chair, University Assessment Committee

I. ASSESSMENT COMMITTEE UPDATE/ PROFESSIONAL DEVELOPMENT RECOMMENDATION (Dr. Housel - handout)

Dr. Housel provided an update of the activities of the University Assessment Committee. The professional development component of Convocation received strongly positive evaluations; the UAC urged that its success be replicated, including a faculty survey to elicit topics for breakout sessions and a catered lunch.

THE UAC offered suggestions for best practices and reported on plans for the broader sharing of assessment results, via internal and public websites, both to be developed along with a best practices newsletter.

Initiatives recommended by the committee include creation of a General Education Forum and an Assessment Facilitator position. The Forum will include a report of General Education pretest and post-test results for first-time freshmen and sophomores to measure the value added by coursework. The General Education forum would disseminate the results of current assessment protocols plus other data collected and analyzed by the Office of Accountability and Academics.

The proposal for an Assessment Facilitator, while still in development, seeks to maintain continuity and preserve institutional memory of assessment activities, provide guidance and advice for all faculty, and encourage coordination, collaboration and cooperation among

Dr. Housel will return with a formal recommendation after committee and Faculty Senate review.

II. PRYOR COURSE SCHEDULE (Sherry Alexander - handouts)

Ms. Alexander shared a handout showing the comparison of available facilities for the current campus and the Mid-America campus, scheduled to open next fall. She also provided a class schedule demonstrating the cohort enrollment for Monday-Wednesday-Friday classes, and Tuesday-Thursday and evening schedules to raise awareness of the differences in scheduling and the difficulty of staffing to meet Pryor campus needs. She has been active in trying to locate Pryor-based adjuncts to ease the demands on faculty or adjuncts travelling from a greater distance.

III. CONTRACTS FOR GRADE OF "I" (David Barron)

Mr. Barron discussed the difference between language in the bulletin concerning grades of incomplete and current practices, including student contracts for completion. After discussion, it was agreed that after one academic year, an incomplete would automatically be converted to a letter grade of "F". In addition, changes in language to the bulletin and student contracts will be drafted by the Registrar and presented to the Academic Council for final approval.

IV. BULLETIN/ ADMIN SYSTEM ISSUE (Dr. Elwell for the deans)

(English Composition/Microcomputer Applications/ Math completion requirements)

Dr. Elwell shared the deans' concerns about completion of general education requirements, the required sequence and time allowable for completion of English composition, math and science requirements and Microcomputer Applications. Changes to the present system were discussed, including changes to the ADMIN system, to provide warnings or block enrollment when requirements have not been completed timely. The deans will draft revisions to reflect that these General Education courses should be completed within the first two semesters of eligibility, and present the proposed changes to Academic Council for approval; Administrative Computing Services will be consulted to determine technical feasibility.

V. XITRACS UPDATE (Dr. Millikin)

Dr. Millikin reported that the Xitracs database is now being populated with the CVs and transcripts that have been requested from the departments, an activity supported by her newly-hired administrative assistant, Susan Wong. These documents will be attached in the appropriate places and linked to strategic plan goals as evidence for the five Higher Learning Commission criteria. She further requested that all syllabi be submitted electronically beginning in Spring 2013.

VI. STRATEGIC PLAN DUE DATES (Dr. Millikin)

Dr. Millikin noted that the University Planning Group will have priorities set for the 2013-2014 year by February 28, 2013. Strategic Plans for 2013-2014 will then be due on April 1st, in time to inform the upcoming budget cycle.

VII. GENERAL COMMENTS

Dr. Gardner raised a question concerning e-textbooks. Dr. Beck's response noted prior litigation when certain editions offered by publishers did not provide access for blind or deaf students, and that the selection process should take such access into account.

Dr. Marrero requested an update on the consideration of tuition remission for dependents of university faculty and staff. Dr. Beck noted that the matter had been raised in a President's Cabinet meeting, and been tabled due to economic considerations.

Faculty parking remains an issue, although no motion has been received from the Faculty Senate. Dr. Ford commented that the item is to appear on the next Faculty Senate agenda.

Dr. Garrison asked about timing of requests for capital outlays. Dr. Beck responded that these should be brought up in the spring, along with the regular budget cycle. He further noted that the capital contingency fund has traditionally been reserved for office and classroom equipment and furnishings, with requests for computers or software being addressed in the ACS budget.

The meeting was adjourned at 3:30 p.m.

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BY EMAIL: Shelly Borgstrom, Amy Henderson, Jenny Miller, Jean Genske, Ronna Hatley, Heather Isaacs, Kim Moody, Yvonne Pace, Bonnie Paul, Debbie Ragland, Lynsey Simmons, Donna Spencer, Reneen White, Susan Wong, Michelle Yoder.

Rogers State University

Academic Council Meeting Minutes

Friday, October 12, 2012

The Academic Council met at 1:30 pm on Friday, October 12, 2012, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

David Barron	Executive Director, Enrollment Management/Registrar
Dr. Richard Beck	Vice President for Academic Affairs
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Dr. Jerry Bowen	Interim Department Head, Biology
Dr. Frank Elwell	Dean, School of Liberal Arts
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Dr. Roy Gardner	Department Head, Applied Technology
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Dr. Mary Millikin	Assistant VP for Accountability and Academics
Professor Gary Moeller	Department Head, Fine Arts
Dr. Bert Tollison	Department Head, Business
Dr. Susan Willis	Department Head, Sport Management
GUEST	
Dr. Steve Housel	Chair, University Assessment Committee

I. UAC RECOMMENDATION ON ASSESSMENT FACILITATOR (Dr. Millikin/Dr. House)

Dr. House presented the formal recommendation for the proposed Assessment Facilitator position, after its review and approval by the University Assessment Committee and the Faculty Senate. Discussion ensued over term limits, the appropriate load release, workload concerns and the level of detail in the position description. Objections raised concerned a potential change in the shared ownership/ camaraderie of the Assessment Committee and the Faculty Senate's desire to maintain a leadership role.

Presented by House: Motion to Approve by Garrison, Second by Martin

For: 14
Against: 1
Abstain: 4

Amendment offered: Two year sunset clause, next review Spring 2014.

For: 13
Against: 3
Abstain: 3

II. RSU'S CARNEGIE CLASSIFICATION (Dr. Millikin)

RSU has outgrown its Carnegie designation as an Associate's Dominant Institution. As of the current year, we should be classified as Balanced Arts & Sciences/Profession, no graduate coexistence. It is likely that next year RSU should be classified as a third type, Balanced Arts & Sciences/Professions, some graduate coexistence. The consideration is to decide whether RSU should change to a classification for one year or to maintain its current status. The recommendation was to make the change immediately, rather than to delay.

Presented by Dr. Millikin: Motion to Approve by Millikin, Second by Elwell, Motion Approved Unanimously

NOTE: Subsequent communication with the Carnegie Foundation has revealed that any changes to our designation are initiated by them, not RSU.

III. DATA ON LATE ENROLLMENT (Dr. Millikin)

Dr. Millikin presented the results of a study by the Office of Accountability and Academics, investigating success rates for late-enrolling students. Data show that upper level course enrollees tended to perform well despite late enrollment, and evening students enrolling during the first week of the semester were generally successful. However, in general, late-enrolling students were significantly less successful than those who enrolled early or during the first week of classes, most markedly for zero level students, whose success rate was only 17.7%. Dr. Millikin will create a paragraph summarizing the results for distribution to all faculty members.

Presented by Millikin: Motion to Approve by Gentry, Second by Barron, Motion Approved

IV. DATA ON GENERAL EDUCATION MANDATES (Dr. Millikin)

Dr. Millikin presented the results of her study of how many students have completed their general education requirements in the proposed time frame. After discussion, the following text was proposed for addition to the Bulletin:

General Education Mandate

All students who enter Rogers State University must enroll in the appropriate composition courses and remain enrolled continuously until the composition sequence or the equivalent is complete. Students should complete their microcomputer applications course within their

first 30 hours and their general education math course within the first 45 hours. Students should complete all general education courses within their first 60 hours.

Presented by Millikin: Motion to Approve by Elwell, Second by Beierschmitt, discussion ensued

Amendment to remove microcomputer applications from the statement. Motion to Approve by Ford, Second by Bowen, Motion Failed

For: 5
Against: 10
Abstain: 3

Amendment proposing that CS1113 *must* be met within the first 60 hours.

Motion to Approve by Gentry, no Second, Motion Failed

Amendment by Elwell: last sentence to read as follows: *Students who fail to do so must remain enrolled continuously until the mandate is met.*

For: 14

Against: 3

Abstain: 2

Motion Adopted

V. DOUBLE MINOR - BULLETIN/ SYSTEM ISSUES (Dr. Elwell/Dr. Ford)

The deans proposed that students be allowed to pursue a second minor, that the following language be added to the 2013-2014 Bulletin (Graduation Requirements, Baccalaureate, # 16,) and that registration software be modified accordingly.

Only one degree will be awarded upon the completion of the baccalaureate degree requirements. Students satisfying requirements in more than one major area will earn two or more majors and these will be posted on their transcripts. A student completing a second major cannot be required to take a minor. Students satisfying the requirements in more than one minor area will earn two or more minors and these will be posted on their transcripts. A student pursuing a baccalaureate degree cannot retroactively apply for an associate degree.

Presented by Elwell: Motion to Approve by Elwell, Second by Garrison, Motion Approved Unanimously.

VI. FACULTY PARKING MOTION FROM FACULTY SENATE (Dr. Ford)

Dr. Ford presented a recommendation from the Faculty Senate that there be designated faculty parking spaces.

Presented by Ford: Motion to Approve by Ford, Second by Elwell, Motion Approved

VII. ACADEMIC CALENDAR 2013-2014 (Dr. Beck)

Dr. Beck noted several difficulties posed by the fall schedule and offered three possible scenarios for the academic calendar, which must be prepared and sent to OSRHE. After discussion, version 3 was chosen, with fall semester beginning on Monday, August 12th, and the semester ending on Tuesday, December 10th. Classes conclude on Monday, December 2th; final exams will take place on Wednesday/Thursday, December 4th and 5th and Monday/Tuesday, December 9th and 10th. Grades will be due on Friday, December 13th.

Presented by Dr. Beck: Motion to Approve by Ford, Second by Elwell, Motion Approved

VIII. ACADEMIC AFFAIRS PRIORITIES/ BUDGET SURVEY PRIORITIES (Dr. Beck)

Academic Council members were polled for their responses to OSRHE's Budget Needs Survey for FY 2014. Highest ranking was accorded to faculty lines, followed by faculty/staff pay raises, targeted for 3% across the board. A planned increase for academic rank would result in doubling the current total: promotion to associate professor would earn \$2500; full professor, \$3500, with the payments to be retroactive. These requests would place RSU among the top regional universities in total benefits. These priorities were followed by requests for increased library resources funding, increased support for administrative and student services, and recapture of funding for new facilities coming online, funds for becoming a four-year university, promised since 2003.

These proposed funding requests have been discussed with Mark Meadors, Tom Volturo and President Rice.

The meeting was adjourned at 3:40 p.m.

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BY EMAIL: Shelly Borgstrom, Deana Cantrell, Amy Henderson, Jennie Gates, Jenny Miller, Jean Genske, Ronna Hatley, Heather Isaacs, Kim Moody, Yvonne Pace, Bonnie Paul, Debbie Ragland, Lynsey Simmons, Donna Spencer, Reneen White, Susan Wong, Michelle Yoder.

Rogers State University

Academic Council Meeting Minutes

Friday, February 8, 2013

The Academic Council met at 2:00 pm on Friday, February 8, 2013, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Sherry Alexander	Director, Pryor Campus
David Barron	Executive Director, Enrollment Management/Registrar
Dr. Richard Beck	Vice President for Academic Affairs
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Dr. Jerry Bowen	Department Head, Biology
Dr. Nancy Diede	Department Head, Health Sciences
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. James Ford	President, Faculty Senate
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Bruce Garrison	Dean, School of Business and Technology
Dr. Frank Grabowski	Department Head, English and Humanities
Dr. Jamie Graham	Department Head, Mathematics and Physical Sciences
Dr. Ken Hicks	Department Head, History and Political Science
Alan Lawless	Director, Stratton Taylor Library
Dr. Abe Marrero	Department Head, Psychology, Sociology and Criminal Justice
Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences
Dr. Mary Millikin	Asst. VP for Accountability and Academics
Dr. Bert Tollison	Department Head, Business
Lee Williams	Acting Department Head, Communications
Dr. Susan Willis	Department Head, Sport Management
GUESTS : Dr. Steve Housel	Chair, University Assessment Committee
GUESTS : Dr. Monica Varner	Chair, General Education Forum Subcommittee

I. GENERAL EDUCATION FORUM (Drs. Varner/Housel)

Drs. Housel and Varner described the activities of the General Education subcommittee and shared their plan for a General Education Forum, scheduled for April 12, 2013, along with a tentative agenda and a timeline for preparations for the Forum. Academic department heads and deans offered support for the development and implementation of the Forum as well as the strengthening of RSU's general education program.

II. INSTRUCTIONAL EQUIPMENT EXPENDITURES/ PRYOR (Dr. Beck)

Dr. Beck provided an update on computer equipment that must be purchased for the new Pryor campus, as well as a list of current equipment that will be moved. The move will take place during summer 2013, once construction is complete. Further, the HLC site visit will occur at completion of construction but prior to the start of the fall 2013 semester.

III. TENURE AND PROMOTION CONSIDERATIONS (Dr. Beck)

- a) Post-Tenure Review and Progress Toward Full Professor
- b) Details within Policy and Associated Recommendations
- c) Tenure, Promotion, Timing and the Maintenance of Institutional Standards

Dr. Beck noted that the timing of the current post-tenure review system may mean that only a single review cycle is completed before individuals apply for promotion, resulting in insufficient documentation of a faculty member's accomplishments and achievement of stated goals. This lack is of particular concern for those applying for promotion to full professor.

He stated there is sometimes a disconnect between the recommendations for promotion that come forward from department head and deans, and the ratings on annual evaluations. He further remarked that while the policy on promotions is quite specific about what should be achieved, the policy on tenure is not spelled out as clearly.

Also discussed were maintaining institutional standards, timing considerations and the fact that in many instances, teaching overloads interfere with scholarship.

The Council indicated a desire to have further discussion on what information is required from faculty seeking promotion and tenure, and how rankings are generated in order to provide greater consistency across the University.

The meeting adjourned at 3:15 p.m.

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BY EMAIL: Shelly Borgstrom, Deana Cantrell, Amy Henderson, Jennie Gates, Jenny Miller, Jean Genske, Ronna Hatley, Heather Isaacs, Kim Moody, Yvonne Pace, Bonnie Paul, Debbie Ragland, Donna Spencer, Reneen White, Susan Wong, Michelle Yoder.

Rogers State University

Academic Council Meeting Minutes

Thursday, June 6, 2013

The Academic Council met at 1:30 pm on Thursday, June 6, 2013, in Conference Room A of the Centennial Center. The meeting was called to order by Dr. Richard Beck, Vice President for Academic Affairs.

The following members were present:

Dr. Richard Beck	Vice President for Academic Affairs
Bill Beierschmitt	Provost and Chief Operating Officer, Bartlesville
Dr. Jerry Bowen	Interim Department Head, Biology
Dr. Frank Elwell	Dean, School of Liberal Arts
Dr. James Ford	Chair, Faculty Senate
Dr. Roy Gardner	Department Head, Applied Technology
Dr. Jeff Gentry	Department Head, Communications
Dr. Frank Grabowski	Department Head, English and Humanities
Dr. Jamie Graham	Department Head, Mathematics and Physical Sciences
Dr. Ken Hicks	Department Head, History and Political Science
Dr. Mary Millikin	Assistant Vice President for Accountability and Academics
Professor Gary Moeller	Department Head, Fine Arts
Dr. Bert Tollison	Department Head, Business
Dr. Susan Willis	Department Head, Sport Management

I. CURRICULUM COMMITTEE RECOMMENDATIONS

1. Department of History and Political Science - Bachelor of Science in Social Science (110)
 - a. *Other Degree Program Modification*
 - i. Addition of new courses:

GEOG 3023	Economic Geography
GEOG 3043	Environmental Geography
GEOG 3053	Military Geography
GEOG 3950	Selected Topics in Human Geography
GEOG 4023	Political Geography
POLS 3173	The American Congress
 - ii. Addition of new courses as electives
These courses will support the B.A. in Education, offered in conjunction with Cameron University, the B.S. in Military History, the B.S. in Social Science and pave the way to an emphasis in Human Geography.
 - b. *Proposal 2012-09, pages 1-22*
Presented by Hicks. Motion to Approve by Elwell, Second by Tollison, Motion Adopted Unanimously.
2. Department of Fine Arts - Bachelor of Fine Art in Visual Arts (119)
 - a. *Program Requirement Change*
 - i. Change course title, ART 1151
From Freshman Art Orientation
To BFA Success Strategies
 - ii. Change prerequisites, ART 1223 Graphic Design I
Add ART 1213 Digital Foundations
 - iii. Change prerequisite, ART 1323 Typography
Remove ART 1223 Graphic Design I
Add ART 1213 Digital Foundations
 - iv. Change course description, ART 3613 Painting II
 - v. Change core requirement for Minor in Graphic Design (001D)
Remove ART 4853 Graphic Design Practicum
Add ART 1213 Digital Foundations
 - vi. Changing the course title of ART 1151 reflects the wider audience for whom the course is designed. Changing course prerequisites and the core of the Minor in Graphic Design to add ART 1213 Digital Foundations, ensures that students acquire the technical skills necessary to succeed in computer-intensive classes. The course description change for ART 3613 reflects the centrality of oil-based media in its content.
 - b. *Proposal 2012-10, pages 1-12*
Presented by Moeller. Motion to Approve by Elwell, Second by Hicks, Motion Adopted Unanimously.
3. Department of Psychology, Sociology, and Criminal Justice - Associate in Arts in Elementary Education (011E)
 - a. *Program Requirement Change*
 - i. Remove PSY 3033 Developmental Psychology
 - ii. In conjunction with Cameron University, it was determined that the course objectives of the other option, PSY 3043 Child Psychology, are a better fit for the degree program in Elementary Education.
 - b. *Proposal 2012-11, pages 1-5*
Presented by Elwell. Motion to Approve by Tollison, Second by Beierschmitt, Motion Adopted Unanimously.
4. Department of Mathematics and Physical Sciences - Associate in Science in Physical Science (028)
 - a. *Other Degree Program Modification*
 - i. Addition of new courses:

CHEM 3950	Special Topics in Chemistry
ENGR 3950	Special Topics in Engineering
GEOL 3950	Special Topics in Geology
MATH 3950	Special Topics in Mathematics
PHYS 3950	Special Topics in Physics

- ii. Addition of new courses as electives
 - iii. These new courses allow special topics to be offered as needed without adding to the permanent course inventory, consistent with practice in other departments. Additionally, they will permit each discipline to react quickly to changes in industry, and in the rapidly changing fields of science and engineering, and to develop and offer courses toward a baccalaureate degree.
- b. *Proposal 2012-12, pages 1 – 16*
Presented by Graham. Motion to Approve by Elwell, Second by Hicks, Motion Adopted Unanimously.
- 5. Department of Applied Technology - Bachelor of Science in Game Development (117)
 - a. *Program Requirement Change*
 - i. Addition of new courses:

CS 1413	Introduction to Game Development
CS 2553	3D Modeling
CS 3343	Mobile Application Development
CS 3553	3D Character Rigging and Animation
 - ii. Addition of new courses to program core
 - iii. Addition of existing courses to program core

BADM 2843	Business Statistics
CS 1213	Introduction to Computing
ENGL 4453	Literary Traditions
IT 1411	Orientation to Computer Technology
IT 2143	Introduction to Networking
 - iv. Removal of courses from program core

ART 1213	Digital Foundations
ART 2553	Digital 3D Foundations
ART 3553	Digital 3D Art Studio
ART 4433	Sequential Art
CS 3333	Object-Oriented Technology
CS 3433	Discrete Mathematics (MATH 3433)
CS 3573	Operating Systems
IT 3723	Computer Architecture
 - v. Change prerequisites, CS 3753 Introduction to Modeling and Simulation

From:	MATH 3523	Linear Algebra
To:	BADM 2843	Business Statistics
 - vi. Remove prerequisites, CS 3813 Game Programming I

CS 3733	Computer Graphics Programming/
PHYS 3113	Physics for Gaming
 - vii. Add prerequisite to CS 3823 Game Programming II

CS 3733	Computer Graphics Programming
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 - viii. Change prerequisites, CS 3733 Computer Graphics Programming

From:	MATH 3523	Linear Algebra
	CS 3333	Object-Oriented Technology
To:	MATH 3523	Linear Algebra
	CS 2323	Programming II
 - ix. Change credit hours and course number, CS 4504 Capston

To:	CS 4503	Capstone
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 - x. This restructuring of the degree program incorporates many course prerequisites into the core requirements, and integrates new, more relevant courses. Based on surveys of instructors, graduating seniors, and the Industry Advisory Board, the revisions are expected to enhance degree completion.
 - xi. *Proposal 2012-16, Pages 1 – 19*
Presented by Gardner. Motion to Approve by Tollison, Second by Hicks, Abstention by Ford, Motion Adopted.

6. Department of Applied Technology

Bachelor of Science in Business Information Technology (108)

Option in Software Development and Multimedia (108S)

a. *Other Degree Program Modification*

- i. Change prerequisite, IT 4113 Network Routing
From: IT 3253 Advanced TCP/IP Administration
To: IT 3153 Network Operating Systems II
- ii. Modification of Option in Software Development and Multimedia (108S)
- iii. Addition of new course CS 3343 Mobile Application Development
- iv. The change to IT 4113 Network Routing simplifies the prerequisite structure; the faculty determined that IT 3153 Network Operating Systems II, is sufficient. The new course, CS 3343, recognizes that mobile applications are now an important component of the software landscape, with unique challenges to design and implement programs. The Industry Advisory Board endorsed the proposal to add such a course to the software track.

b. *Proposal 2012-17, Pages 1 – 6*

Presented by Gardner. Motion to Approve by Elwell, Second by Ford, Motion Adopted Unanimously.

II. GENERAL COMMENTS

Dr. Beck asked Dr. Hicks to share recent correspondence from Major David Rollow of the Oklahoma Army National Guard. They would like to start up their GOLD Program, the Guard analog of ROTC, at RSU and have done a great deal of preliminary work to lay the foundation for the program. A meeting between RSU and OKARNG is scheduled for June 19, 2013 to continue discussions.

Dr. Beck invited other comments; there being none, the meeting was adjourned at 2:10 p.m.

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BY EMAIL: Dana Best, Shelly Borgstrom, Jennie Gates, Ronna Hatley, Amy Henderson, Heather Isaacs, Jenny Miller, Kim Moody, Jacqueline Moss, Yvonne Pace, Bonnie Paul, Debbie Ragland, Donna Spencer, Reneen White, Susan Wong, Michelle Yoder.

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Dr. Keith Martin	Dean, School of Mathematics, Science and Health Sciences
Dr. Mary Millikin	Assistant Vice President for Accountability and Academics
Mr. Gary Moeller	Department Head, Fine Arts
Dr. Bert Tollison	Department Head, Business
Dr. Susan Willis	Department Head, Sport Management
Dr. David Tait	Guest

I. DISTANCE EDUCATION (Dr. Tait)

Dr. David Tait presented the Distance Education Committee Recommendation, which had been approved with minor revisions by the Faculty Senate. It was noted that no standards are in place; the committee put forward for consideration *Best Practices in Online Education*, which are offered not as a mandate, but as suggestions. These include 1) recruitment and training of faculty; 2) design, development and review of online classes; 3) a protocol for teaching online classes and responsiveness to students; and 4) a statement of student responsibility to determine the adequacy of their equipment and their computer proficiency to assure their ability to succeed in online classes.

The *Online Class Advisory in Class Schedules* statement of student responsibility was revised and approved. It will be included in online course syllabi and in course schedules.

Dr. Beck noted that distance education was a focus of HLC. Concerns were expressed over the review process, and a suggestion was made to tie it to assessment meetings. Dr. Ford noted that the assessment committee was already highly burdened. A working committee was proposed to consider the review process.

Motion to approve by Hicks, Second by Grabowski, no abstentions, Motion Adopted

II. STUDENT CELL PHONE USE POLICY (Dr. Beck)

Faculty are to develop their own social media policy, which should be incorporated into the syllabi. The nursing handbook, coming out June 1st, has specific policies for nursing students. Dr. Beck noted that all policies must be reviewed and approved by OU Legal. It was recommended that procedures be considered for this year, with policies to be formalized next year.

III. BACHELORS OF GENERAL STUDIES (Dr. Beck)

The general consensus that the UCO Bachelor of General Studies is a mixed blessing, and the group was asked to share their thoughts as to whether RSU should pursue a similar offering, and what would be the benefits. Dr. Elwell proposed that any similar degree should be more rigorous; discussion ensued. Dr. Beck proposed that a working committee be formed with broad representation (deans, one department head and one faculty member from each school) to further consider the matter.

Motion to Approve by Garrison, Second Hicks, No Abstentions, Motion Adopted

IV. GENERAL COMMENTS

Dr. Beck announced that Dr. Gary Dotterer has been hired as the new director of the Center for Teaching and Learning, and will assume his responsibilities on July 1st. New faculty orientation has been scheduled for August 1st and 2nd, with convocation tentatively set for Thursday,

August 8th.

Dr. Elwell raised the question of the rights and privileges of professors emeriti. OU Regents policy is silent on that issue. Dr. Beck will poll CAO's to determine what other institutions are offering.

The meeting was adjourned at 2:50 p.m.

DISTRIBUTION: Sherry Alexander, David Barron, Dr. Richard Beck, Bill Beierschmitt, Dr. Jerry Bowen, Dr. Nancy Diede, Dr. Frank Elwell, Dr. James Ford, Dr. Roy Gardner, Dr. Bruce Garrison, Dr. Jeff Gentry, Dr. Frank Grabowski, Dr. Jamie Graham, Kelly Hicks, Dr. Ken Hicks, Joy Lin Husted, Alan Lawless, Dr. Abe Marrero, Dr. Keith Martin, Dr. Mary Millikin, Professor Gary Moeller, Dr. Bert Tollison, Dr. Susan Willis, Cathy Burns, Cheryl Hakel, Nan Melton, Nancy Page.

BY EMAIL: Dana Best, Shelly Borgstrom, Jennie Gates, Ronna Hatley, Amy Henderson, Heather Isaacs, Jenny Miller, Jacqueline Moss, Yvonne Pace, Bonnie Paul, Debbie Ragland, Donna Spencer, Reneen White, Vicky Wood, Susan Wong, Michelle Yoder.