

# Academic Council

Meeting Notes  
16 October 2018

## Call to order

A meeting of the UCC Academic Council was held at HSN 100 on 16 October 2018 at 3:30-ish p.m.

## Attendees

(May not be complete list; this is who I remember—I'll pass an attendance list next time): Kacy Crabtree, Karen Carroll, Jason Aase, April Myler, Crystal Sullivan, Dee Winn, Gary Gray, Joanne Richards, Toni Clough, Vincent Yip, Susan Rochester

## Business

- I. Academic Council
  - A. Charter is forthcoming
  - B. Do we need to push meeting time to 3:40 so people can more easily attend?
  - C. No response from FT faculty to call for standing committee chairs. A list of faculty committee membership was discussed; dept. chairs and coordinators will directly contact those who are on only one or no committees and encourage them to choose one to chair or participate in. Note that these committees will meet once per month and are task specific.
    - i. Academic Policies Committee: if no one comes forward to serve on this committee, AC will need to work on policy.
  - D. Meeting schedule was discussed. General consensus to try the following schedule:
    - i. First Tuesday: everyone, general AC meeting.
    - ii. Second Tuesday: standing committees meet.
    - iii. Third Tuesday: reserve for meeting if curriculum issues need addressed. No issues, no meeting.
    - iv. Fourth Tuesday: hold for meetings if pressing matters arise that cannot wait for the next regular meeting.
  - E. Scheduling Logistics Committee: this is a new committee bringing together for the first time all campus groups whose necessary actions impact scheduling
    - i. Membership: deans, registrar, CFO, HR, Communications and Marketing, class scheduler, the bookstore, advising, recruiting
    - ii. Charged with examining timelines, formats, scheduling of classes, promotional materials.
    - iii. First meeting in the next ten days. Forward concerns to Kacy.
- II. Kacy asks that we all help squash rumors spreading across campus and the community.
  - A. Nursing Program
    - i. Rumor that Nursing is not accredited is not true.

- ii. The Nursing Program is fully accredited by OCNE (Oregon Consortium for Nursing Education).
- iii. Proof: 25 of more than 40 grads last year were hired by Mercy. Others are continuing on to study for graduate level degrees, and several students are working out of state. If the program were NOT accredited, none of this would be possible.

#### B. Performing Arts

- i. The Theatre program is not being destroyed
- ii. There was no dedicated Theatre classroom, and no space for one in Whipple Fine Arts. Space was found in the former nursing classroom in WCH 20. This space has been renovated into a dance and acting studio. The program could not grow without this space. This space was designed by Stephanie Newman to meet the needs of her classes.
- iii. There could have been a fall theatre production, but the theatre director (Stephanie Newman) chose to cancel it.
- iv. Renovation of Centerstage to make it the multipurpose space it was always intended to be has brought back to campus six performance groups (over 200 people total) that have had to rent space in the community.
- v. All department stakeholders have been involved at every level of decision making.
- vi. All costs have been covered by an endowment. No college funds were used.

#### C. Early Childhood Education

- i. ECE is not being disbanded
- ii. Discussions are being held to determine how to best serve two tracks of students: those interested in pursuing education and licensure to become K-12 educators, and those wanting to specialize in Early Childhood Ed.
- iii. The Ford Family Childcare facility is not closing. It is robustly enrolled and supported by the college.

### III. Catalogs

- A. Needs a streamlined layout with consistent formatting from one program to the next.
- B. The catalog is a type of legal agreement between the college and students. It must be accurate.
- C. Need to clear up information that doesn't need to be there.
- D. Need to update information, especially Advising Sheets (formerly known as Road Maps and Pathways).
- E. Needs to be alignment between the catalog and policies.
- F. Essential to have cross campus conversations about impacts if changes to courses or programs are made.
  - i. If changing a class, Webforms can be consulted to see what classes are affiliated with it.
  - ii. Small changes can be approved by Deans.
- G. We will continue this conversation next week

### IV. Academic Programs

- A. Need to have a similar look and feel across campus, from advising sheets to Canvas layout

- B. We need to review our program infrastructures and advising checklists for accuracy and update as needed
  - C. We need to ensure that the website and the catalog and the published schedule are in alignment
  - D. Work with Missy Olsen/Destiny Hunt if you have dual credit ideas or opportunities
  - E. We need to collect useful data. Steve, the IR, will come to a future meeting to discuss how we can better collect data. We need to consider/implement exit surveys, for example.
  - F. Kacy needs information about each department's recruitment and retention initiatives. Compile information and forward to your Dean by October 31.
    - i. Open houses
    - ii. Orientations
    - iii. School visits
    - iv. What are faculty doing outside of teaching to recruit and retain students?
- V. Orientation for Department Chairs and Coordinators
- A. Discussed the challenge of adding yet another training or meeting to a term that is already full of them
  - B. Agreed to bring back ideas of what we'd like to see to a late fall meeting
  - C. Suggested that we read the books Kacy provided, use those as a template for finding areas we need more training in.
- VI. Upcoming budget cycle
- A. Program fee changes: deadline was October 15. Send to Kacy no later than Friday.
  - B. Wish list for focused fundraising/contributions
  - C. New faculty requests: in proposal, need title, which programs are served, and why this position is needed for 2019-2020 (or can it wait until 2020-2021?). Must consider program enrollment and costs.
- VII. Upcoming Action Items and Due Dates:**
- A. October 19: Fee change requests
  - B. October 22, 5 p.m.: Goals for AC, 2018-2019 to Kacy
  - C. ASAP: forward scheduling concerns to Kacy for first Scheduling Logistics Committee meeting
  - D. ASAP: department wish lists to deans
  - E. October 31: Department recruitment and retention plans for 2018-2019 to Deans (bulleted list is fine)
  - F. November 1: New faculty requisitions (positions not in the budget)
- VIII. Next AC Meetings:
- A. October 23: grant approval process
  - B. October 30: Provost Council presentation
  - C. November 6: (Kacy not here) Arts and Sciences Curriculum work (CTE excused)
  - D. November 13: (Kacy not here) CTE Curriculum work (A & S excused)

Submitted by Susan Rochester, 17 October 2018