

University of Central Oklahoma

# Academic Affairs Council

## Meeting Minutes

### September 26, 2007

3:30 p.m., Education Building Room 106

Chaired by Dr. Evelyn Wilson-Martin, Executive Director of Academic Policy and Curriculum

1. **Welcome.** Dr. Wilson-Martin called the meeting to order at 3:30 p.m.
2. **Roll call.** *Members present:* Dr. Elaine Bartgis, Dr. Tim Bridges, Dr. Kathy Brown, Dr. Warren Dickson, Mr. Chris Domanski, Mr. Kevin Eckard, Dr. Darrell Ford, Ms. Dawn Holt, Dr. Ted Honea, Dr. Jennifer Barger-Johnson, Dr. Donna Kearns, Dr. Gayle Kearns, Dr. Carol Lucas, Dr. Mark McCoy, Dr. Gwendolyn Olivier, Dr. Barbara Parrish, Dr. Bill Pink, Dr. Dana Rundle, Dr. Candy Sebert, Dr. Stacy Southerland, Dr. Keith Swezey, Dr. Melville Vaughan, Dr. Shari Villani, Dr. Charleen Weidell, Dr. Evelyn Wilson-Martin, Dr. Richard Bernard, Ms. Amanda Lemon, Mr. Todd Milam, Dr. David Bass, Dr. Len Bogner, and Mrs. Vickie Garlitz. *Members absent:* Dr. Charles Hughes and Sue Ryan.
3. **Website location for AACC information – Status report on 2006-07 council activities – Curriculum timelines.**  
Dr. Wilson-Martin discussed the AACC information that is available online as Mrs. Garlitz demonstrated the online location of the information. Dr. Wilson-Martin reviewed the statistical reports for the 2006-07 council year and explained that the functional review process is not only for the purpose of editing grammar but for a technical review of total hours, hidden requirements, minimum requirements met, etc.
4. **Council activities and curriculum committee responsibilities.**  
Dr. Wilson-Martin outlined the structure of the Council indicating that in the fall the Council will meet more frequently in order to review curriculum proposals. During the spring semester committees will be assigned various projects such as SSCI's (Self Study for Continuous Improvement) and other improvement processes. Two committees last year did not have time to complete their projects and will re-convene to complete this spring. These two projects were Grading of Internship Courses and Academic Terminology.
5. **Adjournment.**  
Meeting was adjourned at 4:00 p.m.
6. **Breakout meeting for curriculum committees; chairs were selected as follows:**  
Curriculum Committee #1 - Dr. Bill Pink, chair  
Curriculum Committee #2 - Dr. Donna Kearns, chair  
Curriculum Committee #3 - Dr. Keith Swezey, chair  
Curriculum Committee #4 - Dr. Melville Vaughan, chair  
Curriculum Committee #5 - Dr. Tim Bridges, chair

7. **Committee assignments.**

No committee assignments were ready to be distributed at this meeting.