

Council of Deans – Minutes

Date: Tuesday, July 26, 2011 Time: 3:00 p.m.

Location: Administration Board Room

Members present:

Buddy Odom, Dean, School of Business

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

Von Underwood, Dean, School of Liberal Arts

Reza Kamali, Dean, School of Science and Technology

Susan Camp, Director, CU-Duncan

Debbie Goode, Director, Information Technology Services

Karla Oty, Director, Institutional Research, Assessment, and Accountability

Linda Phillips, Registrar

Sylvia Burgess, Associate Vice President for Academic Affairs

John McArthur, Provost

Members absent:

Sherry Young, Director, Library Services

Guests:

Zeak Naifeh, Director, Student Activities

Barbara Pickthorn, Library (representing Sherry Young)

Agenda and Notes

1. Approval of Council of Deans Minutes – July 5, 2011 Meeting - **Approved as amended**
2. Announcements and Information Items
 - a. Calendar Items
 - i. Deans are asked to be available at New Faculty Orientation for faculty introductions at 9:00 a.m. on Wednesday, August 10, 2011 in the CETES Conference Center
 - ii. Back to School meetings during the week of August 15 are listed in the Upcoming Meetings and Events section below
 - iii. Convocation will be held Friday, October 14, 2011
 - b. Institutional Planning Update
 - i. Plan 2013 four year report – Director Karla Oty
 - ii. Plan 2018 development – Dr. Chris Keller
 - iii. Campus Master Plan 2025 – Dr. Matt Jenkins
 - iv. Assessment Plan Update – Director Karla Oty (Handout of draft)
Dr. Oty presented a draft Assessment Plan with tentative five year goals for Entry Level Assessment, General Education Assessment, Program Assessment, and Support Entity Assessment. She requested input on the

five year goals by August 22, 2011 before presentation of the draft plan to the Institutional Assessment Committee and other assessment committees.

We also reviewed the Assessment Funds Distribution plan for Fall 2011. The Deans were encouraged to work with departmental program faculty to create and propose items that would improve assessment practices including conference attendance, assessment facilitators, and other options.

- v. Enrollment Management Plan Update – AVP Jamie Glover
AVP Glover will lead an update of the Reasor Report.
- vi. Information Technology Plan – Director Debbie Goode
Director Goode will lead the process to create a University Technology Plan which will include existing policies and procedures into one location with equipment rotation schemes, wireless policy, hardware and software support plans, and decision schemes for student labs.

- c. Internships and Service Learning Project Updates – AVP Sylvia Burgess and Zeak Naifeh

AVP Burgess repeated the request to the Deans for identification of appropriate departmental points of contact for internships and service learning. Zeak Naifeh or Sylvia Burgess will meet with departments to discuss internships and service learning. A memorandum from VP Holland and Provost McArthur with definitions of service learning and other terms as well as institutional goals is forthcoming. Steve Sassaman has the task of tracking and reporting campus engagement activities.

Provost McArthur mentioned approaches at East Central University and the University of Central Oklahoma to record student engagement on the university transcript or on a separate transcript-like document. The Making Place Matter recommendation for incorporation of civic engagement as a valued activity in tenure, promotion, and evaluation standards was also mentioned. Debbie Goode mentioned the non-credit activity report which has been collected and submitted to OSRHE for years as a possible source of information.

Zeak Naifeh departs

- d. Mind Games: Oklahoma Academic Challenge Update (College Bowl)
VP Holland has identified current CU students who were high school winners. Lani Malcolm in association with the Honors Program will sponsor the first CU team. She will look for area teachers who have sponsored successful teams as sources of information and advice. A promotional spot needs to be created. Dean Underwood mentioned that Ann Nalley may have experience with College Bowl. AVP Burgess noted that Tony Allison also had experience with this activity.
- e. Academic Festival Update

Council members were encouraged to support related academic activities for Festival events including modified classroom assignments and enrichment events. The speaker events will have a student information session with a selected affinity group of students, for example ROTC students with General McChrystal. The Honors Program Director will be tasked to create Honors Seminars at Cameron House for some if not all of the speaker weeks. Endowed Lectureship proposals with a Festival connection will receive additional consideration.

- f. Cameron Guarantee and Institutional Transparency Update – Director Karla Oty
A handout with sample webpage entry and examples of master course information forms with missing information was provided. The current plan is to deliver a binder with program courses to each chair on August 16, 2011 with a request for review and response by the end of September. An additional review opportunity will be provided before forms are posted on the CU web pages in January 2012. Please remember that program objectives are the accountability items for the CU Guarantee.
- g. Retention and Graduation Rate Project Update (Handout)
Provost McArthur provided a summary of requested and funded action plan projects to improve student persistence and graduation rates. The four Deans and AVP Burgess were provided a memo listing projects and amounts and they were asked to report on the effectiveness of funded action plans with the quarterly updates of their annual plans.
- h. Cameron University Academic Plan (Handout) – Review of past actions and future plans
- i. Institutional Leave Policy Review for faculty and staff
The supervisor approves leave requests in advance in all cases with the exception of medical emergencies. Please refer to the appropriate sections of the Faculty Handbook and the Employee Handbook for details on specific forms of leave for faculty and staff.
- j. Call for Position Needs (Handout)
Position needs for the 2012 – 2013 academic year were requested with a September 9, 2011 due date.
- k. Legislative Update – Higher Education Accountability Study by Rep. Corey Holland with the following questions or concerns:
Why is higher education exempted from review like other agencies?
Individual institution review of expenditures
- l. Enrollment Update – At this time enrollment overall is down slightly. Graduate and upper division enrollments show growth compared to last year.
- m. Around the Table for Announcements

Von Underwood, Dean, School of Liberal Arts

- The Quartz Mountain Music Festival is underway with performances this weekend.
- The premiere of the Summer documentary by Matt Jenkins' class will be tonight in the University Theatre at 7:00 p.m.

Reza Kamali, Dean, School of Science and Technology

- Six CU students participated in the INBRE summer program from a field of twenty-five statewide. Jeff Sanders was one of two award recipients for his poster presentation.
- The Multimedia Design summer camp workshops are running this week.

Susan Camp, Director, CU-Duncan

- The CAB will be made available for Duncan area adjuncts to attend the Adjunct Faculty meeting and dinner on August 15, 2011.
- An Adult Preview Night will be held at CU-Duncan on July 28, 2011

Debbie Goode, Director, Information Technology Services

- The four year PC rotation order will be submitted soon. Please verify numbers of computers needed. If loaner computers are needed for new faculty and staff please let the Help Desk know.
- Update on the student email conversion to Google Mail
- Review of email software changes affecting older mobile devices such as iPhone 3G and earlier Android units

Karla Oty, Director, Institutional Research, Assessment, and Accountability

- Student Services will have their PQIR sessions starting this week
- Deans were asked to appoint faculty members to the Institutional Assessment Committee so that committee could start work early in the Fall 2011 semester
- The draft of the Fact Book has been posted.
- Please return Summer 2011 IDEA course evaluations as soon as available.
- Priscilla Martin has started her maternity leave so please address emails to other staff members or the WEAVEOnline help address.

Linda Phillips, Registrar

- Grades for Summer 2011 courses will be due by 4:00 p.m. on August 1, 2011.

Barbara Pickthorn, Library

Sylvia Burgess, Associate Vice President for Academic Affairs

- Blackboard Collaborate training will start in August 2011

John McArthur, Provost

- A meeting has been tentatively scheduled for 11:00 a.m. on August 9, 2011 with Fort Sill training officials with the intent of better understanding adult training, registration and enrollment processes, and learning outcomes.
- The signage on School of Business podia referring to the nearest storm shelter locations is a good idea. Thank you to Dean Odom for the idea.
- During conference attendance the week of August 1, Vice President Pinkston will have signature authority for the Provost on the 1st through the 3rd and President Ross will have signature authority for the Provost on the 4th and 5th.

3. Upcoming Meetings and Events

- a. Council of Chairs – 3:30 p.m. on Tuesday, August 16, 2011
- b. Council of Deans – 3:00 p.m. on Tuesday, September 6, 2011
- c. Regents Meeting Dates (for curriculum proposal purposes)
 - i. The University of Oklahoma Board of Regents

<u>Board Meeting Dates</u>	<u>Topics Due</u>	<u>Agenda Items Due</u>	<u>Location</u>
September 19-20, 2011			Tulsa/Claremore
October 26-27, 2011			Lawton
Nov. 30-Dec. 1, 2011			Norman

- ii. The Oklahoma State Regents for Higher Education
 - 1. Thursday, September 8, 2011, 9 a.m.
 - 2. Thursday, October 20, 2011, 9 a.m.
 - 3. Thursday, December 1, 2011, 9 a.m.
- d. External Advisory Board Report due to Provost – July 26, 2011
- e. Provost attending conference – August 1 – 5, 2011
- f. New Faculty Orientation – August 10 – 11, 2011
- g. Fall General Faculty and Staff Meeting – 10:30 a.m., Monday, August 15, 2011 immediately followed by university “cookout”
- h. Back to School Meetings – Faculty offices reopen on Monday, August 15, 2011
 - i. Council of Chairs – 3:30 p.m. on Tuesday, August 16, 2011
 - ii. School of Business – 2:30 p.m. on Monday, August 15, 2011
 - iii. School of Education and Behavioral Sciences – 9:00 a.m. on Tuesday, August 16, 2011
 - 1. Teacher Education Council – 3:45 p.m. on Wednesday, August 17, 2011
 - iv. School of Liberal Arts – 9:00 a.m. on Tuesday, August 16, 2011
 - 1. Art – 1:30 p.m. on August 16
 - 2. Communication – 1:30 p.m. on August 16
 - 3. Criminal Justice and Sociology – to be determined
 - 4. English and Foreign Languages – 2:00 p.m. on August 17
 - 5. History and Government – 9:00 a.m. on August 18
 - 6. Music – 2:00 p.m. on August 16 followed by Music Advisory Board meeting at 4:00 p.m.
 - 7. Theatre – 10:00 a.m. on August 17
 - v. School of Science and Technology – 2:00 p.m. on Monday, August 15, 2011
 - vi. WEAVEonline training – 1:30 p.m. on Thursday, August 18, 2011
- i. Adjunct Faculty Workshop – 6:30 p.m., Monday, August 15, 2011 (Note: Cameron Aggie Bus available for adjunct faculty in Duncan to attend meeting. Contact Director Susan Camp for details.)
- j. First Day of Classes – Friday, August 19, 2011
- k. Aggie Orientation with department browsing fair in the Fitness Center at 5:00 p.m. – Saturday, August 20, 2011
 - l. Academic Festival Speaker – Dr. Khaled Hosseini – August 30, 2011
 - m. Academic Festival Speaker – Steve Coll – September 29, 2011

- n. Convocation – Friday, October 14, 2011
- o. Academic Festival Speaker – Chuck Hagel – October 26, 2011
- p. Program Review documents due to Provost – November 18, 2011
- q. Academic Festival Speaker – Robin Wright – January 19, 2012
- r. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012

4. New Business

None presented

Meeting adjourned at 5:30 p.m.