

## Council of Deans – Minutes

Date: Tuesday, September 6, 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

Susan Camp, Director, CU-Duncan

Debbie Goode, Director, Information Technology Services

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

Sherry Young, Director, Library Services

Linda Phillips, Registrar

John McArthur, Provost

### **Members absent:**

Reza Kamali, Dean, School of Science and Technology

Sylvia Burgess, Associate Vice President for Academic Affairs

### **Agenda and Notes**

1. Approval of Council of Deans Minutes – July 26, 2011 Meeting - **Approved as amended**

2. Announcements and Information Items

- a. Communication – Please assure that information items are moving through your offices to the chairs and then to our faculty and staff members.

Provost McArthur mentioned concerns that vita memos and outside employment memos provided at Council of Chairs had not been forwarded to some departmental faculty. The group briefly discussed dissemination of copies of the proposed Faculty Handbook revision after Board of Regents consideration on September 19, 2011. Provost McArthur was asked to send a list of substantive changes to the membership and a copy of proposed revisions to the personnel committee referenced in the section on promotion.

- b. Calendar Items

- i. Academic Commons Groundbreaking – 11:00 a.m. on Thursday, September 15, 2011. A light lunch will be available in the MCC Ballroom following. I would like Academic Affairs, particularly Communication to be well represented.

- ii. Reach Higher Conference at UCO on September 15 – 16, 2011: CU has paid for a group admission through AVP Burgess' office. The agenda includes nationally renowned speakers on Thursday in a workshop on motivating adult learners and teaching in intensive/accelerated formats. Contact AVP Burgess for more details.
- iii. Convocation will be held Friday, October 14, 2011

c. Academic Festival Update

- i. Feedback for Dr. Khaled Hosseini event on August 30

Dean Underwood reported on possible technology enhancements for the University Theatre to improve transmission to remote sites. The group discussed comments from individuals attending the event. Sound volume was a concern for some individuals.

- ii. At the end of each month, please forward a list of items to me showing how faculty and staff are including or incorporating the Festival into student and community experiences on campus.

Specific examples cited were Theatre performances, book readings, and class assignments for Honors.

d. Fact Book Update <http://www.cameron.edu/ira/factbook>

This is a valuable, and consistent, resource for grant proposals, interviews, and community presentations.

e. Fall 2011 Review

- i. Enrollment Update - Census Day numbers – up 2% seats and up 1.3% SCH
- ii. Academic Summary and Start of School After Action Review (Handouts comparing Fall 2011 to Fall 2010 were provided. A reduction in oversize enrollment sections was noted. Facility usage in the afternoons and on Friday and Saturday continues to be a concern.
- iii. School and Site seat count and student credit hour overview (Handout)
- iv. Advising Center usage and staffing (Handout)

The group discussed faculty load reporting through the S6L including a possible extension of the due date. The due date is firm and chairs are accountable for instructional loads of faculty members in their departments.

The group also discussed the number of courses with “0” enrollment and no instructor of record, the effect of remedial holds, and irregularities in room scheduling such as overbooking some rooms in South Shepler and not having enough seats in Nance-Boyer due to the loss of instructional space in the Academic Commons. Three new smart classrooms for Nance-Boyer rooms assigned to the Department of Psychology were approved in the meeting.

f. Spring 2012 Planning

Input from Fort Sill and Comanche Nation College has not yet been received. Provost McArthur will forward these requests as soon as available.

g. Assessment Activities Update – This will be a new standing agenda item. I will ask Deans and Directors, either individually or around the table, to report to the group about assessment activities in his or her areas of responsibility. Please be prepared to present at each meeting.

h. Retention and Graduation Rate Project Update

Provost McArthur mentioned welcome week activities in Business and Communication. He reminded the group that a summary of activities and a measure of activity effectiveness was expected. Dean Underwood confirmed that Debbie Kightlinger had forwarded account numbers for retention action plan student worker requests to the appropriate department chairs.

i. Early Alert Usage Update

Some faculty were using the Blackboard alert feature rather than Early Alert. As a result, they were not counted. The group discussed how increased usage could be encouraged with the goal to more effectively use student support labs and services on campus without unduly focusing on changing a percentage response rate by faculty.

j. Cameron Guarantee and Institutional Transparency Update

Budget items for posting are under review. Director Oty provided a progress update on faculty posting of vitas and master course information sheets. Dean Vanderslice commented appreciatively on how much work had been done on the master course information sheets before they reached the chairs. The deans will be informed of faculty vitas not posted after the due date.

k. Legislative Update – No news at this time

## 1. Around the Table for Announcements

Sherry Young, Library

- The discussion of the book *The Kite Runner* in the Library on August 30 was a success with a good crowd. Thanks were expressed for the faculty members serving on the panel.
- Textbook usage in the library continues to keep them busy.

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

- Secondary program department meetings have been completed for field experiences and assessment for NCATE program reports
- Discussion with RSU for secondary programs continues. Social Studies followed by English will be the most likely order for program articulation agreements.
- RSU elementary education enrollment is down although the addition of an advisement specialist on site should help. There are additional transition issues with Financial Aid and Registrar that need to be addressed.
- Education held their meet and greet session with students immediately prior to pre-enrollment. The event prerequisite was first opportunity to sign up for advising slots.

Linda Phillips, Registrar

- The first draft of the Spring 2012 schedule is due today.
- The kickoff of DegreeWorks is scheduled for September 20 and 21 with training sessions

Susan Camp, Director, CU-Duncan

- Donald Hall conducted a Financial Aid workshop in Duncan as part of CU Succeed series
- Coordination between the Duncan site and the Academic Advising Center continues to improve including additional efforts to provide services at Duncan without making the students drive to Lawton
- Later this week Vivian Thomlinson will come to Duncan to assist with the planning of additional Festival events or tie-in activities for CU-Duncan
- Vice President Albert Johnson, Jr. will be the guest speaker at the Duncan Heroes Luncheon commemorating 9/11

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

- IDEA evaluations for Summer 2011 have been distributed to the department chairs
- Fall 2011 IDEA forms will be distributed this week
- Master Course Information Forms – one department has already submitted materials, many calls and questions have been received, 992 hours of staff time have been committed to the project prior to sending the materials to the departments
- Fast Facts for Fall 2011 should be distributed next week

Buddy Odom, Dean, School of Business

- Update on the August 31, 2011 meet and greet for new students in the School of Business

Debbie Goode, Director, Information Technology Services

- The Delcom deployment of new computers will commence on Monday, September 12, 2011
- The test of the emergency communication system (ECS) will be at 2:00 p.m. on Thursday, September 8, 2011

Von Underwood, Dean, School of Liberal Arts

- There will be a solo performance on Monday, September 12, 2011 on the subject of Leroy “Satchel” Paige hosted by the Department of History and Government and the Department of Athletics
- The Visiting Writer Series continues with Dennis Covington on September 30, 2011
- The 2011 – 2012 Theatre season has been announced including *Masterpieces* about the Brontë sisters and their relationship with their father and *The Great Game: Afghanistan* as a series of one act play
- The DaVinci Institute Invitational Conference will be held on October 14 as an opportunity for brainstorming on the topic of challenges for higher education.

3. Upcoming Meetings and Events

- a. Council of Chairs – 3:30 p.m. on Tuesday, September 13, 2011
- b. Council of Deans – 3:00 p.m. on Tuesday, October 4, 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. Academic Festival Speaker – Steve Coll – September 29, 2011
  - e. Convocation – Friday, October 14, 2011
  - f. Academic Festival Speaker – Chuck Hagel – October 26, 2011
  - g. Program Review documents due to Provost – November 18, 2011
  - h. DaVinci Institute Awards nominations due – December 20, 2011 (forms available on October 4, 2011 at [www.davinciok.org](http://www.davinciok.org))
  - i. Academic Festival Speaker – Robin Wright – January 19, 2012
  - j. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012

4. New Business

None presented

Meeting adjourned at 4:30 p.m.