

Council of Deans – Minutes (Unapproved)

Date: Tuesday, October 4, 2011

Time: 3:00 p.m.

Location: Administration Board Room

Members and Staff Representatives present:

Buddy Odom, Dean, School of Business

Von Underwood, Dean, School of Liberal Arts

Sylvia Burgess, Associate Vice President for Academic Affairs

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

Elizabeth Hall, Assistant to the Provost

Members absent:

Ronna Vanderslice, Dean, School of Education and Behavioral Sciences

Reza Kamali, Dean, School of Science and Technology

Guests:

Howard Kuchta (representing Ronna Vanderslice)

Carla Guthridge (representing Reza Kamali)

Mike Estep, Leadership Development Intern

Agenda and Notes

1. Introductions
 - a. Ms. Elizabeth Hall, Assistant to the Provost- Provost McArthur explained that she will be involved in the Council of Deans meetings and responsible for the agendas and minutes henceforth, and she will be working with the Council of Chairs, providing administrative support for the Endowed Lectureship program, and other strategic planning initiatives.
 - b. Dr. Mike Estep, Leadership Development Intern
2. Approval of Council of Deans Minutes – September 6, 2011 Meeting – **Approved as amended**
3. Announcements and Information Items
 - a. Fall Break Coverage for October 20 – 21, 2011
 - i. Provost on leave October 6 – 7, 2011
 - ii. Academic Advising Center – October 20: Jenna Mercer, Kaitlyn Eudailey and October 21: Jenna Mercer
 - iii. Registrar’s Office – October 20 – 21: Kelli Peterson

b. General Interest

- i. Columbus Day – Monday, October 10, 2011 – Fort Sill planning. Because Fort Sill observes the holiday, the Education Center at Fort Sill will be closed, despite that it is a day of instruction at Cameron. Accommodations should be made to ensure that the classes can still meet. Each year Deans and Chairs should make sure that all faculty teaching at Fort Sill, especially adjunct professors, are aware of Federal holidays which are not observed by Cameron University.
- ii. New Faculty Advisement Training – Burch Hall 102, 1:00 p.m., Thursday, October 13, 2011. Please RSVP to Lani Malcolm if interested.
- iii. CU Alumni Association nominations due for Faculty Hall of Fame – November 1, 2011 (Handout) - Provost McArthur encouraged the identification of Alumni and Young Alumni too.
- iv. Creative Oklahoma and the DaVinci Institute – upcoming events
 1. Forum on October 14- This forum is by invitation only. Cameron may have up to three slots. Provost McArthur has submitted three nominees- Sylvia Burgess, Arun Tilak, and Kelly McClure.
 2. “Out of the Box” on November 1- Cameron’s Honors Program is sending students to the forum in Norman.
- v. Faculty and Staff test of NetSupport for emergency notifications at 2:00 p.m. on Friday, November 18, 2011- Notifications will be sent directly to faculty and staff’s computer screens.

- c. New Program and Program Modification Curriculum proposals – please list a dean, provost, or Mandy Husak as the point of contact for program modifications. Provost McArthur stressed that the name listed may be contacted by OU Board of Regents or Oklahoma State Regents for Higher Education staff.

d. Endowed Lectureships – Reports and Proposals

Provost McArthur explained that last year’s Internal Audit wanted to see more follow up with the donors. We want to ensure that these letters are of high quality with regard to grammar and punctuation, as well clearly convey to the donors the purpose and intent of the funded projects. Mark up copies of donor reports will be sent back to Deans for further work. The Provost will look into whether future award recipients should be provided with a template for writing a donor report.

Provost McArthur reports that there is increased competition for the Endowed Lectureships and because of this he is looking for external or supplemental funding sources. The Provost will follow up with applicants who don’t get funding to thank them for their interest.

- e. Faculty Handbook Revision Approved – Implementation Planning (Handout of markup copy and clean copy to Deans, Director Young, Director Oty, and AVP Burgess)

Provost McArthur explains that the policies included in the revised Faculty Handbook will go into effect in January 2012. The Provost intends to have printed copies to the faculty by Thanksgiving Break and would like to have the revised handbook posted online as a single pdf file.

- f. Introduction to the University Leadership Council (ULC) of the Education Advisory Board – Guest presenters will be present by webinar at the Council of Deans meeting on November 1, 2011.

Provost McArthur explains that he has contracted with the ULC and that they will be able to work for us when we don't have time to work for ourselves. Cameron will have access to ULC's database of best practices for retention/graduation rate enhancement, study abroad, business continuity, etc. We will hopefully have two concurrent projects for ULC, one larger project and one smaller. The first project that ULC will work on for Cameron is an IT Technology plan.

- g. Feedback on Delcom PC Deployment- Director Debbie Goode

Director Goode notifies the group that a Delcom team from Dallas started the deployment of computers and that a team from Norman was sent to finish the project. According to Director Goode, the deployment is not yet complete.

Several members of the group noted that there has been a problem with communication with the Delcom team and also confusion on the part of Delcom as to which computers should be replaced. Director Karla Oty's computer and the computers at the Duncan campus have not yet been replaced. Some of Dean Odom's new faculty have not had their new computers delivered.

Carla Guthridge notes that there has been concern with how the deployment will affect the Physiology computer lab.

AVP Burgess cites issues with her computer and a couple other group members agree that they have also had some problems.

Provost McArthur encouraged the group to be in direct contact with Director Goode should there be any further issues with Delcom deployment.

4. Standing Agenda Items

- a. Academic Festival Update
 - i. Feedback on Mr. Steve Coll event on September 29, 2011- There was a great deal of positive feedback about the Steve Coll events, especially from the community. Tickets in the Auditorium are already sold out for the upcoming lecture by Chuck Hagel.

- ii. Reminder: At the end of each month, please forward a list of items to Provost McArthur showing how faculty and staff are including or incorporating the Festival into student and community experiences on campus. The Provost intends to pass them along to President Ross.

b. Assessment Activities Update –

Director Oty provided an update on WEAVE Online training and usage and the training of new Institutional Assessment Committee members.

Director Oty announced that she and Dr. James Heflin have met with various department/discipline areas to discuss General Education and how these groups are rewriting student learning outcomes for General Education.

Director Oty hopes to have results from the 2011 National Survey of Student Engagement (NSSE) distributed soon.

Provost McArthur encouraged the Deans to come prepared to present Assessment Activities updates for their areas of responsibility at the November 1st meeting Council of Deans meeting.

c. Retention and Graduation Rate Project Update-

Director Oty handed out data sheets to each dean to allow them to compare retention and graduation information from last year. The data will allow the deans to look at graduation and retention information at a unit level.

Provost McArthur emphasized the goal of increasing degree attainment and student success while maintaining or increasing standards. He mentioned Governor Fallin's press conference last week and her focus on retention and graduation rates and these issues are going to be related to funding allocation. The Provost notes that the Complete College America and Complete to Compete initiatives are also looking at retention and graduation rates.

d. Early Alert Usage Update

A new AggieAccess report from Miriam Hernandez and Greg Duncan is available to provide information about Early Alert usage at the instructor level. Dean Underwood and Director Oty support that Early Alert on Aggie Access allows Deans and Chairs to easily see which faculty and classes are using the feature.

Dean Underwood suggests that the process of Academic Withdrawal through Aggie Access needs to be clarified, so that students do not mistakenly complete the process on Blackboard.

Several group members note that there has been mixed response from the students that have been warned through the Early Alert feature.

e. Cameron Guarantee and Institutional Transparency Update-

Director Oty reports that all but one vita has been submitted and posted. She also comments that it is taking a long time to make changes to the Master Course Information Forms. She announces that Degree Works kicked off last week and notes that check sheets have not been consistent with the catalog. The website is live (www.cameron.edu/transparency), but not linked.

Provost McArthur notes that with this information, particularly the vitas, available online, that we should be prepared for more direct calls from the media. He also mentions that budget items for posting are currently under review.

Sherry Young departs

f. Legislative Update

i. Update on interim studies-

Provost McArthur briefly described an interim study by Representative Corey Holland.

ii. Complete College America (Handout)-

Complete College America is a new nationwide initiative that will probably replace Oklahoma's Brain Gain initiative. Provost McArthur again discusses Governor Fallin's press conference. Governor Fallin declared that Oklahoma higher education would increase degrees and certificates awarded by 1,700 per year for 12 years to take us from 30,000 to 50,000 per year. As part of the briefing, we were encouraged to look at retention in new ways and not just by first time, full time freshmen. Examples provided were to review by Pell status, remediation placement, admissions category, etc. A further discussion was interventional remediation starting in 8th grade after the EXPLORE test and again in 10th grade after the ACT PLAN test rather than waiting for college application. The stated side agenda for CCA was to change IPEDS to reflect more than 18-21 year old students.

Provost McArthur emphasizes that Cameron wants to be good partners with these programs and with the state legislature. He explains that degree attainment will become a bigger focus of the state than retention and that we need to do what we can to make sure that we are awarding students the degrees and certificates that they have earned.

g. Around the Table for Announcements

Debbie Goode, Director, Information Technology Services

- There have been problems with Aggie Access. Though the issue is stable now, IT is looking to install a patch over Fall Break.

Howard Kuchta (representing Ronna Vanderslice, Dean, School of Education and Behavioral Sciences)

- The WEAVE Online input and the timing of the Education and Behavioral Sciences Advisory Council meeting on October 6, 2011 will fall together well because WEAVE Online can be brought to the group.

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

- New Fast Facts 2011 are out. They can also be found on the Institutional Research website.
- Chris Keller would like to come to Advisory Council meetings in order to spend three minutes talking about Strategic Planning listening sessions.

Sylvia Burgess, Associate Vice President for Academic Affairs

- Distance Learning bought Bamboo tablets and webcams for each online faculty member.
- Blackboard Collaborate training started today and there has been good faculty participation.

Carla Guthridge (representing Reza Kamali, Dean, School of Science and Technology)

- The first ACS-certified degree will be awarded this year.
- A proposal has been submitted to OSRHE for an Aerospace Summer Academy.

Von Underwood, Dean, School of Liberal Arts

- Things are busy as they are in the midst of performance season. There are several band and choir concerts.
- October 6-9, *Masterpieces* will be presented in the University Theatre
- Nepali and India Night coming up.
- October 13- Piano concert by Professor Hyunsoon Whang
- The Department of Criminal Justice and Sociology is hosting the Oklahoma Sociological Conference on November 28. The speaker is head of regional census.

John McArthur, Provost

- Oklahoma Women in Higher Education Conference- November 18.

5. Upcoming Meetings and Events

- Council of Chairs – 3:30 p.m. on Tuesday, October 11, 2011
- Council of Deans – 3:00 p.m. on Tuesday, November 1, 2011
- Regents Meeting Dates (for curriculum proposal purposes)
 - The University of Oklahoma Board of Regents

<u>Board Meeting Dates</u>	<u>Topics Due</u>	<u>Agenda Items Due</u>	<u>Location</u>
October 26-27, 2011	October 7	October 18	Lawton
Nov. 30-Dec. 1, 2011			Norman

- ii. The Oklahoma State Regents for Higher Education
 - 1. Thursday, October 20, 2011, 9 a.m.
 - 2. Thursday, December 1, 2011, 9 a.m.
- d. New Faculty Advisement Training – Burch Hall 102, 1:00 p.m., Thursday, October 13, 2011 (RSVP to Lani Malcolm if interested)
- e. Convocation – Friday, October 14, 2011
- f. Academic Festival Speaker – Chuck Hagel – October 26, 2011
- g. CUAA nominations due for Faculty Hall of Fame – November 1, 2011
- h. Program Review documents due to Provost – November 18, 2011
- i. Faculty and Staff test of NetSupport for emergency notifications at 2:00 p.m. on Friday, November 18, 2011
- j. DaVinci Institute Awards nominations due – December 20, 2011 (forms available on October 4, 2011 at www.davinciok.org)
- k. Academic Festival Speaker – Robin Wright – January 19, 2012
- l. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012

6. New Business

None presented

Meeting adjourned at 5:00 p.m.