

Council of Deans—Minutes

Date: Tuesday, February 7, 2012
Location: Administration Board Room

Time: 3:00 p.m.

Members and Staff Representatives present:

Gary Buckley, Interim Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Von Underwood, Dean, School of Liberal Arts
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
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

Guests present:

JR Larsen, Advising Center Director
Lani Malcolm, Academic Services Coordinator

Agenda and Notes

1. Approval of Council of Deans Minutes –January 3, 2012 Meeting (Handout) - **Approved as amended.**
2. Announcements and Information Items
 - a. Management and Supervision (Handout)

Provost McArthur distributed a *Harvard Business Review* article entitled, “Management Time: Who’s Got the Monkey?”

He wanted to talk to the group about upward delegation and encouraged the group members to try to leave a meeting without any extra “monkeys”, or burdens/responsibilities that should be handled by subordinates. When you bring a problem forward, try to bring a solution at the same time. When you assign a task always set a due date. Provide your staff the opportunity to grow by not doing everything for them. Dr. McArthur asked the group to read the article and think about it from the perspectives of supervisor, colleague, and supervisee.

JR Larsen and Lani Malcolm leave the meeting.

b. General Interest

- i. Speakers Bureau Update Due at Council of Deans meeting on March 6, 2012.
- ii. Proposed changes to weather and non-weather evacuation scripts for areas of responsibility are due to Elizabeth Hall by Friday, February 24, 2012. (Handout)

Elizabeth Hall has electronic copies of the scripts, should those with script responsibilities need to make revisions.

- iii. Nominations for the Fall 2012 Academic Affairs Leadership Development Internship program are due to Camille Harris by Friday, April 13, 2012. (Handout)
- iv. Educators' Leadership Academy (ELA) Programs

Dr. McArthur encouraged the members to think of any new middle managers or chairs that might benefit from ELA's leadership programs. He told the group that if someone did not get a handout with ELA's programming information and would like one, please email him.

c. Spring 2012 Review (Handouts)

- i. Enrollment Update (Provide Census Day numbers)

Online enrollment continues to grow. We lost a good number of juniors this enrollment period.

- ii. Academic Summary and Start of School After Action Review (Handouts)

Dr. McArthur stressed that we are working to decrease the number of classes with over 50 students and have made improvement since last year. He also noted that our student enrollment in Friday and Saturday classes is up from last year.

- iii. School and Site headcount and student credit hour overview (Handout)
- iv. Advising Center usage and staffing

Provost McArthur explained that our numbers were down in enrollment for a while because students couldn't get appointments in the Advising Center. We have since closed the gap in enrollment.

He explained that there are thoughts to make Spring 2013 scheduling available a month earlier and that we may need to ask department chairs to start working on this in the summer and have ready by August.

He stressed that it is good to have the faculty in the Advising Center, however, it is hard to get them in for advising Monday through Thursday due to class scheduling.

Dr. McArthur told the group that Director Larsen had earlier suggested that we try to teach the Introduction to University Life in an 8 week format. This would free up that faculty person for the remaining 8 weeks for advisement.

He asked the group that if anyone had any other ideas for advising, to please let him know.

d. Review of Standard Scheduling Document (Handout)

Dr. McArthur explained that there have not been many changes to the standard scheduling document. The biggest change is the addition of standard scheduling slots for final exams. He added that students have modified their work schedules to accommodate classes, so let's try to keep final exam time as close as possible to class time.

He explained that if a faculty person asks for final exam variances, that person should propose when the final exam should be.

Dr. McArthur told the group to please feel free to share the document with chairs or other schedulers.

e. Technology Standards for ITV Remote Sites (Handouts)

Provost McArthur explained that in the past we have had facilities that we allowed into the ITV schedule that had old enough equipment that it pulled down everyone else's standards.

He presented to the group a handout that included Cameron's facility capabilities as well as ITV delivery standards.

AVP Burgess suggested that perhaps we could use Collaborate, a web conferencing tool and maybe try some pilot courses.

Director Debbie Good suggested that we could have Lisa Restivo, Distance Learning Director, come and talk to faculty. She also suggested that there should be a technician nearby to the room in which the ITV course is taking place and that that technician should be available throughout the term.

Director Susan Camp agreed with this because she feels that it would help the instructor because it gives them a point of contact.

Director Goode did suggest that having a technician available could be a burden on the high schools.

Provost McArthur told the group to direct complaints about ITV to Debbie Goode or Sylvia Burgess.

f. Listing Equipment Requirements in Course Schedules- AVP Sylvia Burgess

AVP Sylvia Burgess explained that if faculty want to require students to have certain equipment, like a camera and a microphone, for an online class, that the faculty should be upfront about the equipment requirements in the syllabi. This information probably needs to be included when the faculty make their textbook/materials selections, so that it is listed on the Course schedule under the “books” heading.

The group discussed technology minimums for certain classes and how to ensure that the student’s equipment meets the technology minimums.

Perhaps there could be a pre-requisite 0 credit online course to prove that the student’s technology meets the minimum for the course.

Director Camp mentioned the possibility of creating a “scare sheet” listing expectations of online students.

Dean Von Underwood suggested that the possibility of a built-in assignment in Banner for anyone taking an online class and that this assignment must be completed before attending the first class.

Dean Gary Buckley said that he felt that this pre-requisite or technology test would probably need to be designed course by course.

Dean Underwood felt that it might be possible to create a standard assignment for most classes.

AVP Burgess told the group that she will figure out the recommendation for this issue.

g. Testing Center Hours- AVP Sylvia Burgess

AVP Burgess explained that her department is regularly seeing proctored online exams being scheduled until 7 p.m. which does not correspond with the closing time of proctoring labs on campus. Students are coming in late in the day to the

proctoring labs, hoping to take exams, but the testing centers are not open long enough for them to finish their exams.

The group discussed that if a student lives within 30 miles of the Lawton campus, that the student must take his/her proctored exam on campus.

The council agreed that the students need to plan ahead with regard to ensuring that they have enough time to take their exams. The group felt that this should be clearly stated by the professor. The council also felt it important that the faculty should close the exam window based on the availability of the proctoring sites that are most often used.

h. Update on P.A.R.C.C. and Common Core (Handout)

Dr. McArthur highlighted the third paragraph which explains that universities must accept high school assessments for course placement. This is concerning because there is so much variation in high school assessment.

He also pointed out the fifth paragraph, which assumes that College Algebra is the choice of math course that everyone takes. This is not necessarily true if the student is not on a math/science track.

Dr. Margery Kingsley and Dr. Gregory Herring will be representing Cameron at the upcoming PARCC meetings. He stressed how important it will be to talk to local teachers.

Dr. McArthur mentioned the implementation of End of Instruction tests at high schools. If a student does not pass 4 of 7 End of Instruction tests, then the student does not receive a high school diploma. If that student has already applied and been accepted to Cameron, can Cameron still admit the student? Perhaps the student could be admitted under Alternate Standards, as Cameron is allowed to admit up to 8% of students this way.

i. CAAP tests in Essay and Critical Thinking and ways of enticing students to take the test- Director Karla Oty

Director Oty stressed that she needs help getting students for CAAP tests. She needs 200 students for the essay exam and 200 for the critical thinking exam. She is having a problem getting enough seniors to take the exam.

Director Oty explained that the exams do not have to be taken during class time, but all of the exams have to be taken within a two week window. The dates of the exam have yet to be determined, but Dr. Oty is thinking that they might take place in April. The exams must be taken on-site and proctored. They could probably be taken at Duncan, but not other remote sites.

Perhaps we can entice seniors with \$5 on their Cam cards or graduation paraphernalia, but we really need to entice the faculty. We need to have cohorts of seniors.

These exam results are supposed to show the improvement from the freshman to the senior year and the results will be posted online. Perhaps we could appeal to class pride.

Dr. McArthur said that we need to have a solution by the end of February.

j. Administrative Withdrawal Usage

	Number of AW's assigned	Number of distinct courses	Number of distinct instructors
Fall 2010	139	28	40
Spring 2011	155	28	31
Summer 2011	24	9	8

Unduplicated Fall 2010 - Summer 2011	318	46	61
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	Number of AW's assigned	Number of distinct courses	Number of distinct instructors
Fall 2011	245	28	48
Spring 2012			
Summer 2012			

Provost McArthur explained that the usage of Administrative Withdrawal is still heavily skewed toward English and Math.

3. Standing Agenda Items

a. Academic Festival Update

- i. Next Festival Speaker, Stanley McChrystal, Gen. (Ret.), is coming to Cameron on March 15, 2012.

General McChrystal's talk will take place in the Aggie Gym where we hope to hold about 1200. We expect a much larger audience and a very different audience. Tickets will be available Monday, February 20th at 8 am.

- ii. Reminder: 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.

b. Assessment Activities Update

Director Oty told the group that ten people from the Assessment Committee went through all the assessments and picked five programs at which to look more closely. These 5 programs will have to participate in Roundtable discussions. Deans are welcome to attend these. 2 IAC and 2 General Education committee members will be present for these as well.

Dr. McArthur let the group know that some Faculty Senators has expressed concern about the value of assessment and the time that it took.

Dr. Oty said that the IAC has sent out a survey about WEAVE Online and there has been a really good response rate to the survey.

c. Retention and Graduation Rate Project Update

These reports will be reviewed by the Provost and then he will send them on to President Ross.

Director Oty explained that she is working on the Fall and Spring data. This retention and graduation rate data is looking only at baccalaureate degree majors.

d. Early Alert Usage Update (Ask how Deans are encouraging usage)

Semester	Unduplicated Instructors	Total Unduplicated Instructors	Percent of Instructors Using Early Alert
Fall 2011	231	365	63.3%
Spring 2012	145	355	40.8%

Feb. 1, 2012

Spring 2011 had a 35% participation rate at the end of the semester, so this is already an improvement.

We've had some computer issues and some adjuncts have had some issues using Early Alert. Director Goode stressed that adjuncts need to fill out a C3 form.

e. Cameron Guarantee and Institutional Transparency Update

Dr. Oty reminded the group that this website is live. She has not received many new vitas for the spring, but they are up.

f. Legislative Update

Dr. McArthur explained that there is a long list of legislation, covering many different areas, in the current session.

Once this list of legislation starts moving through committees, we'll keep a closer eye on the legislative requests and changes and how they may affect Cameron.

g. Around the Table for Announcements

Debbie Goode, Director, Information Technology Services

- Director Goode asked the group for input about when it thinks is a reasonable time to have chairs notify ITS for changes in classrooms. Currently, faculty are calling 1 or 2 days before classes to update the technology. She asked if it would be appropriate for this deadline to correspond with the textbook deadline. Dr. McArthur said that it would be helpful to him to have the deadline earlier. Perhaps we can look at the departments that have been causing the problems and target them.

Von Underwood, Dean, School of Liberal Arts

- Pepe Romero, guitarist, will be performing Thursday night at 7:30 p.m. in the University Theatre.

Susan Camp, Director, CU-Duncan

- The Duncan campus will be hosting a couple of legislative coffees with Representative Holland and other area legislators. They will take place February 24 and April 20 at 7:30 a.m. and will be about an hour. Following the coffee there will be private networking.

Sherry Young, Director, Library Services

- In honor of Black History Month, Wallace Moore, Sr., historian, will portray the life of the black cowboy on the Chisholm Trail. This event will take place on Monday, February 9 at 11:00 a.m. in the Library.

John McArthur, Provost

- The Advising Screen is coming. There are hope to alter the Change of Major form to include an advisor line. This would notify the current advisor that the student is changing majors. The student would not be responsible for finding a new advisor in the new department, rather that responsibility would fall on Academic Affairs. In the Business Use only section, there could be a line for the signature of the new advisor, once this person has been assigned to the student.
- General Education requirement changes have been approved on campus, but they must still go to the State Regents. These changes will probably take effect in Spring 2013 and at the earliest, Fall 2012.

4. Upcoming Meetings and Events

- a. Council of Chairs – 3:30 p.m. on Tuesday, February 14, 2012
- b. Council of Deans – 3:00 p.m. on Tuesday, March 6, 2012
- 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>
March 28-29, 2012	Feb. 8	Feb. 20	Norman
May 10-11, 2012			Norman
June 25-27, 2012			Ardmore
September 19-20, 2012			Tulsa/Claremore
October 24-25, 2012			Lawton
December 6-7, 2012			Norman

ii. The Oklahoma State Regents for Higher Education

1. Thursday, March 1, 2012 - 9 a.m.
 2. Friday, May 25, 2012 - 9 a.m.
 3. Thursday, June 21, 2012 - 9 a.m.
 4. Thursday, September 6, 2012 - 9 a.m.
 5. Thursday, October 25, 2012 - 9 a.m.
 6. Thursday, December 6, 2012 - 9 a.m.
- d. Spring Deadline to submit internal grants is February 27, 2012
- e. Lectures and Concerts proposals due to Student Services- Thurs., March 1, 2012
- f. Speakers Bureau Update Due at Council of Deans meeting on March 6, 2012.
- g. Faculty Scholarship Exhibit: April 16-20, 2012 in the Library Reading Room
- h. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012
- i. Graduate Hooding Ceremony – Sunday, April 29, 2012, 2:00 p.m.
- j. Commencement- May 4, 2012

5. New Business

No new business was presented.

Meeting adjourned at 5:05 p.m.